

CHECKLIST / RESTAURANT CLOSING

END OF DINING ROOM SERVICE

- Confirm the last guests have left with a warm farewell
- Break down and reset tables for the next service if applicable
- Collect soiled linen and place it in the designated bin
- Remove glassware, plates, menus and service items from tables
- Wipe and reorganize waiter stations and service counters
- Store clean menus and count them if required

CLEANING AND GUEST AREAS

- Sweep and wash the floor, including corners and baseboards
- Sanitize tables, counters, trays and visible work surfaces
- Check guest restrooms if included in the outlet closing scope
- Clean and sanitize the bar area and guest-facing surfaces
- Empty bins, replace liners and clean spill areas
- Check entrance steps, terrace and exterior guest areas before departure

POS AND FINANCIAL CLOSING

- Close all open tables in the POS
- Verify no unpaid checks, pending room charges or unclosed payments remain
- Count and reconcile cash drawer against POS totals
- Reset cash float to opening level and sign according to process
- Close card payments, discounts, voids and refunds in the POS
- Document billing disputes, discrepancies or pending approvals for the manager

STOCK, PAR AND FIFO

- Complete a quick inventory of sensitive stock
- Check wines by the glass, draft beer and high-rotation items
- Verify reorder thresholds and place next-day order if required
- Apply FIFO rotation to condiments, perishables and prepared products
- Log shortages, breakage, missing items and maintenance defects

KITCHEN AND BAR COORDINATION

- Confirm with the kitchen which 86'd items must carry over
- Clear the bar and discard ice if required by the procedure
- Check garnishes, juices and fresh preparations for the next day
- Communicate any menu, allergen or stock issue to the next manager
- Confirm room service trays, terrace items and shared equipment are not left behind

SECURITY AND PHYSICAL CLOSING

- Confirm heat sources are off
- Secure electrical equipment according to procedure
- Set HVAC to night mode if applicable
- Check exterior lighting, doors, windows and alarm
- Secure POS tablets, payment devices, keys and manager documents

INCIDENTS AND HANDOVER

- Document guest complaints and recovery actions from the shift
- Record technical incidents, losses and breakage
- Write shift notes in the communication log
- Include next-day reservations, VIPs, events, deliveries and points of attention
- Sign the checklist after the final manager walk-through

LuxOps