

CHRONIC TACOS

BOH CLOSING CHECKLIST

Date:

Status:

Task:

Completed By:

	BEFORE CLOSING:	
	Review weekly cleaning schedule for specific cleaning assignments	
	Review Prep sheet and prepare production assignments	
	Ensure enough food is prepped for the day shift to open	
	Communicate any immediate inventory issues via the “Info Board”	
	Check hot-cold stations for set-up and inventory	
	Grill proteins as needed for hot line for the rest of the day	
	Re-stock all other food items as needed only for the rest of the day	
	Re-fill containers and squeeze bottles on make-stations for A.M. shift	
	Begin cooling items that may not be used until A.M. shift	
	Fill out Food Temperature Log	
	Start organizing and wrapping product inside reach-in refrigerators	
	Check all dates on prepared food for shelf life and discard expired product	
	Check all food items to ensure quality FACT. F lavor, A pppearance, C olor, T exture	

	1 HOUR BEFORE CLOSING TIME	
	Clean out sinks to prepare for final clean-up and refill	
	Pull mats and clean	
	Sweep and mop walk-in	
	Organize and wipe down shelves in BOH, floors and shelves of reach-ins	
	Start organizing and wrapping product inside reach-in refrigerators	
	Restock paper supplies: food bowls and trays, soufflé cups, foam cups, etc	

	HOT LINE CLOSING	
	Take all items out of steamtable and cool down in an ice bath	
	Stir while icing to cool down faster	
	Cover and store in refrigeration	
	Cover fish, shrimp and breakfast items in undercounter refrigeration	
	Label all prep items correctly with date, time & Initials of preparer	
	Drain water and clean inside of steamtable	
	Clean equipment surfaces and back splashes: stove tops, flat top	
	Pull out all equipment under hood and sweep, mop and clean stainless	
	Pull any frozen items needed for the following day	
	Turn off all equipment and hood	
	Filter fryer – replace oil as necessary	
	Sweep floors. Hose/scrub floors and mop/squeegee dry.	
	Put away all washed utensils, containers and equipment that is totally dry	
	Take out trash	
	Conduct final sweep to ensure all equipment is turned off and clean	

NOTES: