

CHRONIC TACOS

FOH CLOSING CHECKLIST

Date:

Status:

Task:

Completed By:

	CHECK WITH MANAGER	
	Check with the manager before starting the breakdown	
	Take care of customers first if still open	
	Lock the front door when the store has closed and all customers are gone.	

	DINING ROOM BREAKDOWN	
	Re-stock phone station with pens and order pads	
	Clean the front sneeze guard and front doors	
	Sweep & mop all dining room floors	
	Re-arrange all tables and chairs into closing position	
	Clean all tables and chairs	
	Re-fill toilet paper, seat covers and paper towells in the bathroom	
	Thoroughly clean the bathroom comode, sink and mirror	
	Clean the walls underneath the sneezeguards in front	
	Wipe down all dining room walls	
	Refill & wipe down hot sauce bottles	
	Clean the high chairs	

	DRINK STATION BREAKDOWN	
	Remove soda nozzles and soak overnight if applicable.	
	Completely clean soda dispensing machine and drip tray	
	Cover, store and refrigerate all left over lemons	
	Re-stock cups, lids, silverware, condiments and straws	
	Re-stock items underneath the cabinet if necessary	
	Clean all countertops	

	COLD STATION BREAKDOWN	
	Take all smallwares back to 3-comp sink for washing	
	Check stock levels for all items. Ensure all is ready for day shift	
	3 back-up cheese	
	Guacamole made fresh in the morning	
	Pico de Gallo made fresh in the morning	
	2 back up mayonnaise & sour cream	
	1 back up Baja Sauce	
	1 6 QT container red sauce	
	1 6 QT container green sauce	
	1 6 QT container chopped cilantro	
	1 6 QT container diced onions	
	Chopped romaine lettuce made fresh in the morning	
	1 6 QT container shredded cabbage	
	1/6 pan cut limes	
	Change out all product in clean pans	
	Cover all cold items with food film and lid	
	Remove solo cups, boats and lids and clean underneath	
	Pull out the cold table, sweep and mop floors and clean the wall	

FOH CLOSING CHECKLIST

Status: **Task:** _____ **Completed By:** _____

	TURN OFF	
	Turn off main lights	
	Turn off music	
	Turn off TV's	
	Set the alarm. Lock door behind you and ensure entire restaurant is secure	

NOTES:
