

CHRONIC TACOS

FOH OPENING CHECKLIST

Date:

Status:	Task:	Completed By:
	Turn On:	
	Turn on main lights	
	Turn on music	
	Turn on TV's	

	COLD LINE:	
	Remove food film from items on cold table	
	Set up all smallwares (serving spoons, spoodles, tongs)	
	Check stock levels on all items from the night before. Ensure all is ready	
	3 back-up cheese	
	3 back-up Guacamole skim top and change pans	
	3 back-up Pico de Gallo	
	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	
	1 6 QT container chopped romaine lettuce	
	1 6 QT container shredded cabbage	
	1/6 pan cut limes	
	Re-stock cold condiment area with to-go containers	
	3oz black salsa cups	
	1 1/2 oz black salsa cups	
	Baskets & Trays clean and ready	
	Sani Buckets set up	
	Foil tacos	
	Foil burritos	

	FRYER PREP:	
	Set up uncooked chips by fryer and fry enough chips for one shift	
	Portion chips into to-go bags	
	Fry tostada bowls using a 7" flour tortilla for the shift	

	CASH DRAWER OPENING:	
	Count drawer and verify opening cash	
	Log into register and complete opening procedure	

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	DRINK AND CONDIMENT SECTION:	
	Re-attach soda nozzles to soda heads and replace the drain tray	
	Stock drink cups all sizes	
	Check CO2 containers for adequate supply	
	Re-stock cup lids, straws, napkins, forks, knives	
	Check soda boxes in the back for adequate supply of product	

	CASHIER STATION SET UP:	
	Re-stock Visi-cooler with water and bottled drinks	
	Re-stock menus and all marketing materials and ensure all required materials are on display	
	Check & Re-stock serving trays for cleanliness	
	Check all dining room trash receptacles	

	FINAL SWEEP:	
	Sweep & mop all dining room floors if needed	
	Re-arrange all tables and chairs	
	Check tables & chairs for cleanliness	
	Check & stock beer fridge (If applicable)	
	Re-stock phone station with pens and order pads	
	Clean the sneezeguard in front of make stations	
	Clean & re-stock bathrooms	
	Check for burned out light bulbs	
	Check all juice drink bins with concentrate product	
	Turn on the neon "Open" sign	
	Check music and sound level	
	Be sure all TV's are on sports channels	
	Refill Hot Sauce Bottles	

	FOOD PREP:	
	Prep Guacamole, Pico de Gallo, Cut limes, and lettuce.	

NOTES: