

CHRONIC TACOS

MANAGER CLOSING PROCEDURE

Status:	Task:	Completed By:
	Two hours prior to closing	
	Keep washing dishes.	
	Check for catering orders.	
	Check BOH & FOH Closing Checklists duties and delegate closing responsibilities. No one leaves their shift until their sidework duties are complete.	
	Make sure the staff cleaned and re-stock restrooms.	
	Check Hot/Cold Tables cleanliness and complete Critical Limits Log.	
	Clean all cabinets in the front kitchen, back kitchen, and counters in the store.	
	Clean all the tile walls and wipe down all stainless steel.	
	Check the Frozen Items and pull any food out of the freezer and place in the walk-in.	
	Conduct a spot inventory with the Prep Chart to be sure enough food is prepped for the next day opening. Prep additional food if necessary.	
	Check the Weekly Cleaning List and delegate cleaning responsibilities to the crew.	
	Sweep and mop the back kitchen floors thoroughly and including all the corners.	
	Sweep front kitchen floor. Move all equipment away from the walls and clean.	
	Clean the ice machine and ice bucket.	
	One hours prior to closing	
	Continue washing dishes.	
	Change over all food pans in the Hot/Cold tables. Re-stock and re-label with the same date of preparation.	
	Wash all squeeze bottles and refill.	
	Empty out all condiment shakers and wash, dry and refill.	
	Wash all utensils, knives, scoops and smallwares and place in the designated areas.	
	Thoroughly clean all tables, chairs, and highchairs. Wipe down all table bases.	
	Thoroughly sweep and mop the dining room floors. Move tables and trash receptacles.	

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	Wipe down all dining room walls and clean windows and windowsills.	
	Clean the patio area, tables and chairs and outside trash receptacles.	
	Take out all trash in the store and change trash bags. Clean trash receptacles inside and out	

	Closing	
	Lock doors when last customer leaves. Be sure back door is locked.	
	Turn off the char broiler, fryers, grill, stove and break down the front line and the front hot/cold stations. Clean both inside and underneath the equipment and the walls behind.	
	Turn off the steamtables, hot food warmers and clean thoroughly.	
	Change out all the food containers and label with the same date, time of preparation and initials of the preparer that were originally on the container. Cover with food film.	
	Place all food in the walk-in and rotate open pans. (FIFO)	
	Thoroughly clean the hot/cold tables and the walls and floors underneath the units.	
	Clean all other equipment including panini press, additional refrigeration units, drink dispensers, cooking equipment and cash register.	
	Clean and organize the entire dining room including tables, chairs, walls, and all other areas.	
	Clean the floor drains and pour one cup of bleach down each one.	
	Thoroughly clean the hood and filters. Clean the back wall all the way down to the floor.	
	Finish washing all dishes and place in the proper storage areas. Clean all sides of Sinks	
	Check for paper level in cash register and run the Z tape. Close out the credit card machine.	
	Count the cash drawer, make the final drop, and complete night Cash Out Sheet.	
	Place all staff meal receipts in the office.	
	Wipe/ dust menu board.	
	Complete cleaning of front and back kitchens, the walls and shelves and mop all floors.	
	Sweep and mop walk-in and freezer floors and organize all items inside.	
	Remove and soak soda dispenser nozzles overnight.	
	Empty mop bucket and clean mop, mop bucket and mop sink.	

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	Walk through the entire store to be sure all areas are clean and restocked. Be sure all equipment is working. Make sure the back door is locked.	
	Be sure everything is in its proper place and the store is completely organized.	
	Turn off the walk-in and freezer lights. Turn off music. Leave cash drawer open and empty.	
	Clock out. Turn off lights as instructed.	
	Set the alarm and lock the door behind you.	