

CHRONIC TACOS

MANAGER OPENING PROCEDURE

Status:	Task:	Completed By:
	One hour prior to opening	
	Turn off alarm and lock door behind you.	
	Check the previous night closing paperwork and verify cash deposit. Make deposit and complete paperwork.	
	Check the Employee Labor Report to ensure all employees took their required breaks.	
	Check the Employee Labor Report for employees clocking in on time and note any payroll clock in and out changes conducted by management for approval.	
	Check the Employee Labor Report and compare the actual hours worked to the hours scheduled and note any discrepancies on schedule template.	
	Check Daily Sales Summary and record actual sales for the previous day on schedule template	
	Check the Closing BOH and FOH Checklists to ensure the night crew completed their assigned tasks.	
	Check the Opening BOH and FOH Checklists to ensure the openers are progressing according to schedule.	
	Check the Employee Schedule and know who is scheduled to work and their arrival times.	
	Check the entire restaurant for cleanliness and organization to ensure the closers completed their assignments correctly. Write down any notes in the Manager's Logbook.	
	Complete or check the Prep Chart and note any priority items that should be prepared first. Assign prep duties.	
	Check all supplies inventory utilizing the Order Guides and place appropriate food and paper orders within the specified time frame.	
	Check all dates on prepared food for expiration and discard any expired product.	
	Check all food items to ensure quality FACT. (Flavor, appearance, color, texture).	
	Check set up the Hot/Cold tables with all the necessary ingredients.	
	Check the BOH & FOH Opening Checklists to be sure everyone is progressing on time.	
	Be sure ALL food items on the menu are prepared and ready to go by opening.	
	Check bathrooms/hand sinks for cleanliness and restock any items needed.	
	Check all food items for freshness and taste as they are cooked/ prepped and loaded into the hot/cold tables.	
	Count out register drawer and verify the opening cash.	
	Turn on all store lights and open sign. Open front door.	

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Status:	Task:	Completed By:
	From Opening Until Lunch Rush	
	Turn on the music source for the store. Approved music only.	
	Assign the crew specific positions and responsibilities.	
	Check the front sidewalk and pick up any trash for cleanliness. Clean the inside and outside of the windows, windowsills, and doors.	
	Check all Opening Checklists for completion. Be sure all duties are performed before the lunch rush.	
	Check catering and party orders for the day. Be prepared.	
	Fill out the Critical Limits Log and check the holding temperatures of all hot/cold table food items, refrigeration, food warmers to make sure functioning properly.	
	Turn down the steamtable and warmers to the holding settings.	
	Check the dining room temperature and adjust the thermostat if necessary.	
	Continue preparing food from the Prep Chart starting with priority foods first.	
	Hold Pre-Shift Meeting and communicate any pertinent information to the crew for the shift regarding specials, advertising, sales forecasts, and any general information they need to better serve your customers. Make the shift FUN!	