

Food and Beverage Reopening Guidance Checklist

Prep and Task by Station

POC	Action	Team Member Assigned	Complete Date	Pending / Reason	Mgr./Sup Approval	Notes
Front of House/Dining Area/Bathrooms						
	Sweep and vacuum (where applicable)					
	Clean and disinfect all hard surfaces					
	Re-stock table napkins and update LTO's and table tents where necessary					
	Other duties not listed					
Cashiers/Front Counter						
	Re-stock condiments, flat ware cups etc...to customer areas. Keep products Labeled and dated until day before opening					
	Connect soda spigots, check CO2 and run					
	Open beer and run beer taps					
	Restock all food and beverages from grab and go coolers and display coolers behind the registers.					
	Restock boxes of cups, flat ware, napkins stored under front counters. Utilize open stock first					
	Reassemble and clean coffee and espresso machines					
	Re-stock all coffees, syrups etc... in dry storage. Utilize open stock first					
	Clean all counters and floors					
	Other duties not listed					

Pizza/ Salad						
	Make a list of product that needs to be re-stocked					
	Clean all refrigeration, plug in and document temperature. Refrigeration needs to be at a minimum of 40 degrees before station can be stocked					
	Reassemble Pizza oven in accordance with manufacturer's recommendations. Turn oven on and run to be sure it is working properly					
	Clean floors, counters and walls behind equipment					
	Other duties not listed					
Grill/Fry						
	Make a list of product that needs to be re-stocked					
	Clean all refrigeration, plug in and document temperature. Refrigeration needs to be at a minimum of 40 degrees before station can be stocked					
	Clean fryer, fill with oil and turn fryer on to make sure it works					
	Clean griddle and turn on					
	Clean floors, counters and walls behind equipment					
	Clean hood and baffles of any dust					
	Other duties not listed					
Dish/Prep						
	Clean all dishes/prep area					
	Uncover areas with plastic					
	Clean sinks, floors, and walls					
	Sweep and mop storage areas and coolers					
	Re-line trash cans					
	Sweep and mop/scrub loading dock/receiving area					
	Sweep/Mop Walk-in coolers and freezers where applicable					
	Other duties not listed					