

Front of House Opening Checklist

Restaurant Founder Toolkit

Dining Room Setup

- Turn on all dining room lights
- Adjust lighting levels for service
- Set thermostat to service temperature
- Ensure music system is on and set to proper volume
- Inspect floors for cleanliness
- Inspect walls, mirrors, and windows

Tables & Seating

- Tables wiped and sanitized
- Chairs aligned and clean
- Table numbers properly placed
- Condiments filled and wiped
- Salt & pepper filled and clean
- Sugar containers stocked

Table Settings

- Silverware polished and rolled
- Plates clean and chip-free
- Napkins folded properly
- Glassware polished and spotless
- Menus clean and presentable

Service Stations

- Ice bins filled
- Water pitchers filled
- Coffee machine turned on and brewing
- Tea supplies stocked

- POS terminals powered on
- Receipt paper stocked

Host Stand

- Reservation system open and checked
- Table rotation plan reviewed
- Menus counted and organized
- Waitlist system ready
- Guest notes and VIP reservations reviewed

Bar Setup

- Garnishes prepared
- Bar stocked with glassware
- Liquor bottles organized
- Beer taps checked
- Bar mats clean
- Ice wells filled

Restrooms

- Toilets clean
- Sinks clean
- Paper towels stocked
- Soap filled
- Trash emptied
- Floors clean and dry

Pre-Service Meeting

- Daily specials reviewed
- Menu changes explained
- VIP guests noted
- Service focus for the shift communicated

Optional Daily Worksheet Template

Task	Completed	Initials	Notes
Tables sanitized	-	-	
Ice bins filled	-	-	
POS terminals on	-	-	
Restrooms stocked	-	-	
Dining room lights on	-	-	
Menus clean	-	-	

Founder Tip

Opening checklists are not about control — they are about consistency. The best restaurants don't rely on memory. They rely on systems.