

Kitchen opening & closing checklist

Free kitchen opening and closing checklist template in PDF and Excel. Section-by-section tasks with initials and time columns, built for a real service day.

VENUE / SITE

DATE

OPENING CHEF

CLOSING CHEF

Task	Done Initials	Time hh:mm	Issue found / action
OPENING – FIRST 15 MINUTES			
Turn on extraction and check it is pulling			
Gas on at the main and burners tested			
Switch on combi, fryers and hot holding so they reach temperature before service			
Check fridge and freezer displays against target and log the readings			
Check nothing has been left out overnight; discard anything unlabelled			
Wash hands, change into clean whites, check nobody on shift is reporting illness			
OPENING – BEFORE SERVICE			
Probe thermometer tested and wiped, spare batteries on hand			
Sanitiser made up fresh, cloths and blue roll stocked			
Hand wash sink stocked with soap and paper, hot water running			
Check use-by dates on all prep and rotate stock front to back			
Prep list checked against today's bookings and specials			
Allergen information for today's specials written up and accurate			
First aid kit and blue plasters present and stocked			
Floor dry, mats down, walkways clear			
CLOSING – DURING THE LAST HOUR			
Cool down and date-label all cooked food, recording temperatures in the cooling log			
Wrap, label and rotate all open prep			
Break down and clean the pass, boards and section surfaces			
Empty, clean and refill sanitiser buckets			
Fryers filtered or oil changed, oil level recorded			
Take waste and cardboard out to the correct bins; area left tidy			
CLOSING – FINAL WALK-ROUND			
All food off the bench and in a labelled, in-range unit			
Fridge and freezer temperatures checked and logged for close			
Gas off at the main; all burners, grills and fryers off			
Combi, salamander and hot holding off and cooling			
Extraction filters cleaned or logged for cleaning			
Floors swept and mopped, mats lifted, drains clear			
Fire exits clear, no cardboard stored against them			
Water off where required, taps closed, no leaks			

Task	Done Initials	Time hh:mm	Issue found / action
Lights off, door locked, keys accounted for			

Initial each row rather than ticking it – a checklist nobody can be identified from stops being completed honestly.

Anything you could not complete goes in the issue column with what you did about it, not left blank.

This checklist sits alongside your temperature and cleaning records. It does not replace a food safety management system.