

# Opening & Closing SOP-#406

## Employee training

### PURPOSE

A basic guide on what needs to happen before opening and after closing a restaurant.

### PROCEDURE

During opening or closing restaurant employees should perform the following:

## Opening

- Turn on all equipment as required
  - hood vent
  - Fryers
  - Toaster
  - Tea brewer
  - Hot holders
  
- Check to make sure all fridge/freezer temperatures are within the correct thresholds
- Prepare soap and sanitizer buckets and place in their respective stations
- Ensure all restaurant areas are stocked and clean
- Set up Drop and expo station
  - Breading and milk wash
  - Sauces and condiments
  - Trays and boxes
- Set up the front of house
  - set up tables and chairs
  - lay out mats
  - turn on signage

## IMPORTANT NOTES

There should always be two people on hand when opening or closing.



# Opening and Closing CONT.

## Closing

- Turn off signage
- Filter then shut down fryers
- Turn off all other equipment as required
- Clear stations
  - store/discard unused product
- Wash all dishes
- Clean each station
  - Sinks
  - Kitchen
  - dining room
  - restrooms, condiment/drink station)
- Count down cash registers and prepare the deposit
- Empty trash receptacles
- Check to make sure temperatures on all fridges/freezers are within threshold
- Lock the doors and exit the building

## IMPORTANT NOTES

