

# RESTAURANT FRONT OF HOUSE (FOH) CHECKLISTS

(Check each day)

Daily Restaurant Front of House (FOH) Checklists from ..... to .....

## Pre-Shift Checklist

TASK	MON	TUE	WED	THU	FRI	SAT	SUN
Arrive at least 15 minutes before shift start	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Check uniform for cleanliness and completeness	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Review daily specials and any menu changes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Check reservation list and table assignments	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ensure server station is fully stocked (pens, notepads, etc.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Check and refill condiment containers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Verify cleanliness of assigned section	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Attend pre-shift meeting with manager and kitchen staff	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Additional Task:</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Additional Task:</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Additional Task:</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

# RESTAURANT FRONT OF HOUSE (FOH) CHECKLISTS

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Daily Restaurant Front of House (FOH) Checklists from ..... to .....

## Opening FOH Checklist

TASK	MON	TUE	WED	THU	FRI	SAT	SUN
Turn on lights in dining area and adjust to appropriate level							
Set correct temperature for dining room							
Turn on background music and set to appropriate volume							
Check cleanliness of entrance, waiting area, and coat check							
Ensure host stand is organized and stocked							
Verify all tables are properly set with clean linens, utensils, and glassware							
Check cleanliness and stock of restrooms							
Ensure high chairs and booster seats are clean and available							
Verify POS systems are operational							
Check that menus are clean and up-to-date							
<i>Additional Task:</i>							

# RESTAURANT FRONT OF HOUSE (FOH) CHECKLISTS

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## During Service Checklist

**Every Hour:**

TASK	H-1	H-2	H-3	H-4	H-5	H-6	H-7	H-8
Scan dining room for any issues or needs								
Check and maintain cleanliness of restrooms								
Ensure host stand and waiting area remain tidy								
Monitor water and bread service								
<i>Additional Task:</i>								

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## During Service Checklist

**For Each Table:**

TASK	STATUS
Greet guests within 2 minutes of seating	<input type="checkbox"/>
Offer beverages and explain specials	<input type="checkbox"/>
Take food orders promptly	<input type="checkbox"/>
Check back within 2 minutes of food delivery	<input type="checkbox"/>
Maintain water refills and offer additional beverages	<input type="checkbox"/>
Clear plates in a timely manner	<input type="checkbox"/>
Offer dessert menu	<input type="checkbox"/>
Process payment efficiently	<input type="checkbox"/>
Thank guests and invite them to return	<input type="checkbox"/>
<i>Additional Task:</i>	<input type="checkbox"/>

# RESTAURANT FRONT OF HOUSE (FOH) CHECKLISTS

(Check each day)

Daily Restaurant Front of House (FOH) Checklists from ..... to .....

## Closing FOH Checklist

TASK	MON	TUE	WED	THU	FRI	SAT	SUN
Clear and clean all tables							
Wipe down all chairs and booths							
Sweep and mop floors							
Clean and organize server stations							
Refill salt, pepper, sugar, and other condiments							
Clean and sanitize all menus							
Tidy up host stand and waiting area							
Empty and clean all trash bins							
Check and clean restrooms one final time							
Set tables for next day's service							
Polish glassware and silverware							
Complete side work as assigned							
Turn off music system							
Adjust lighting and temperature settings							
Secure any cash or valuable items as per restaurant policy							
<i>Additional Task:</i>							

# RESTAURANT FRONT OF HOUSE (FOH) CHECKLISTS

(Check Weekly)

Weekly FOH Checklist for the month of .....

TASK	MON	TUE	WED	THU	FRI	SAT	SUN
Deep clean all dining room surfaces							
Polish all woodwork and decorative items							
Thoroughly clean and organize server stations							
Check and clean light fixtures							
Wash windows and mirrors							
Deep clean all chairs and booth upholstery							
Organize and clean lost and found items							
Check and update any signage or promotional materials							
Review and provide feedback on service procedures							
Participate in team meeting to discuss improvements							
<i>Additional Task:</i>							

# COMMERCIAL REFRIGERATOR MAINTENANCE CHECKLIST

(Check Monthly)

*Monthly FOH Checklist for the month of .....*

TASK	STATUS
Conduct thorough inventory of all FOH supplies	<input type="checkbox"/>
Deep clean all decorative elements (e.g., artwork, plants)	<input type="checkbox"/>
Review and update table arrangements if necessary	<input type="checkbox"/>
Check condition of linens, uniforms, and replace as needed	<input type="checkbox"/>
Inspect and maintain any outdoor seating areas	<input type="checkbox"/>
Review and update customer feedback system	<input type="checkbox"/>
Participate in extended staff training session	<input type="checkbox"/>
Assess need for any equipment repairs or replacements	<input type="checkbox"/>
Review and update knowledge of wine list and food pairings	<input type="checkbox"/>
Contribute to menu planning and specials creation	<input type="checkbox"/>
<i>Additional Task:</i>	<input type="checkbox"/>

# RESTAURANT FRONT OF HOUSE (FOH) CHECKLISTS

(Check each day)

Daily Restaurant Front of House (FOH) Checklists from ..... to .....

## FOH Opening Manager Checklist

TASK	MON	TUE	WED	THU	FRI	SAT	SUN
Review reservation list and plan table assignments							
Check staffing levels and adjust if necessary							
Conduct pre-shift meeting with all FOH staff							
Ensure all POS systems and credit card machines are operational							
Review any VIP reservations or special events							
Check communication systems (phones, pagers) are working							
Verify cash floats for all tills							
Review any customer feedback from previous day							
Ensure all safety and emergency equipment is accessible							
Coordinate with kitchen on specials and any 86'd items							
<i>Additional Task:</i>							



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## FOH Closing Manager Checklist

TASK	MON	TUE	WED	THU	FRI	SAT	SUN
Ensure all closing tasks have been completed by staff	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Review sales reports and labor costs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Count and reconcile all cash drawers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Prepare bank deposits	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Review and address any customer complaints from the day	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Check all doors and windows are secure	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Set alarm system	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Prepare notes for opening manager if necessary	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Review reservation list for next day	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ensure all staff have clocked out correctly	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Additional Task:</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

# RESTAURANT FRONT OF HOUSE (FOH) CHECKLISTS

## Important Notes:

1. *Customize these checklists to fit your specific restaurant's needs and layout.*
2. *Regularly review and update the checklists to ensure they remain relevant and comprehensive.*
3. *Encourage staff to communicate any issues or suggestions for improvement.*
4. *Use these checklists as training tools for new staff members.*
5. *Always prioritize food safety, cleanliness, and customer satisfaction in all tasks.*
6. *Keep a record of completed checklists for accountability and quality control.*

Remember, consistent use of these checklists helps maintain high standards of service, improves efficiency, and ensures a positive dining experience for all guests.