

Manager's Opening Checklist

1. Check building exterior as you approach. Be sure there is no trash or litter in front of the café.
2. Unlock doors and disarm the alarm system.
3. Turn on lights as needed.
4. Check overall appearance of the kitchen, bar, café and bathroom. Be sure all the closing tasks were completed properly.
5. Check the cash box to make sure the opening 100 lari is ready for opening of the café.
6. Check to see who is scheduled to be working today and is there enough employees for the day.
7. Check Manager's log for notes from the previous day. Check if any events are scheduled for the day
8. Check for email and voice mail messages.
9. Make sure all equipment, especially refrigerators and freezers are working properly. Check the Espresso/Cappuccino machine: is it on and ready?
10. Make sure food orders and inventory is adequate for the day. Does anything need to be purchased from the bazaar?
11. As employees arrive for work, make sure they are appropriately dressed for work.
12. Before opening make sure all the opening kitchen and café side work done. Kitchen preparation work is done and Café tables are clean and level. Café Floor is clean.
13. Lower awning and put tables out front if weather permits.
14. Turn on Music and make sure TV is on appropriate news channel.
15. Check Tickets from previous day to make sure they are all accounted for.
16. Create a bank deposit.
17. Give staff any instructions for the day, concerning events or special food dishes.
18. Open front doors, put "OPEN" sign out.