

Cook Opening Chart



Use the following checklist each morning to ensure the restaurant is ready to open.

Minimum of 2 employees in building at all times

Cooks
Take out trash from close and replace can liners. Put cans in appropriate places.
Sweep parking lot of debris and remove all trash.
Remove sandwich table cart from walk-in cooler and set-up sandwich table.
Stock cook line refrigeration and freezers with appropriate products.
Turn on fryer 1.
Turn grill up to 375°.
Turn on and fill steam tables.
Turn on fryer 2.
Stock Plates
Make sure prep list is complete
Check that backup items are stocked
Make and date all grits and gravies according to Recipe Binder.
Start prep list. Day dot all products per Recipe Binder and VTA standards.
30 minutes before open—place biscuits in oven.
20 minutes before open—put sanitizer on line.
10 minutes before open—set up line with grill tools, ladles, bowls, season egg pans, etc.
Communicate with manager about any product needs

Date: _____

Opener: _____

Manager: _____

10:45pm—12:00 am	Cook Pre-Close/Close Checklist
	Temperature log complete.
	Wipe down all walls in back room, organize stock shelves, clean and organize prep tables.
	Turn off Fryer 1.
	Clean hood filters and wipe down interior of hoods.
	Wipe down all plate shelves. Restock condiments and to-go supplies.
	Detail clean waffle bakers and toasters.
	Scrub all pots and pans in 3 compartment sink.
	Wipe down entire grill area, including underneath grill. Wipe out all coolers & reach-in doors, drawers, and gaskets.
	Filter fryer 1 and clean interior. Clean fryer baskets.
	Detail clean microwave oven, convection ovens and omelet mixer and surrounding areas.

Cook Pre-Close/Close Checklist



Use the following checklist nightly to ensure all closing duties are complete.

12:00 am —12:45 am
Turn off fryer 2.
Remove all product from sandwich station. Throw away all out of date product and notify manager of any waste. Change pans as needed. Cover and place on bus cart. Place loaded cart in walk-in cooler.
Clean inside and outside of all cook line reach-in cooler drawers & doors.
Brick grill and reduce temp to 200°.
Discard remaining perishable steam table products and wash all pans.
Detail clean 2-eye burner, steam tables, expo area, shelves, and behind all equipment. Turn off unused equipment.
Filter fryer 2.
Detail wall behind the grill and egg station
Wash remaining dishes, drain , empty and clean 3 compartment sink
Sweep and deck scrub all kitchen and back of house floors, hang mops and empty mop buckets.
Place all trash by back door.
Empty sanitation buckets
Leave towels to air dry
Checkout by Management
Clock out

Date: _____

Closer: _____

Manager: _____