Opening the Kitchen

☐ Wash, rinse, sanitize, and allow surfaces to air dry.
☐ Unpack and put away tools.
☐ Replace old or outdated signs.
☐ Check each hand sink for a handwashing sign, including employee restroom.
☐ Check each hand sink for paper towels, soap, and warm water.
☐ Hang up helpful signs in each work area.
☐ Print and display refrigerator logs.
☐ Check and log temperatures for each unit.
☐ Confirm and display the delivery schedule.

☐ Meet with facilities personnel to ensure gas, power, and water are all on and functioning.
☐ Make sure equipment is plugged in and functioning properly.
☐ Preheat ovens and check temperatures with an oven thermometer.
☐ Collect and calibrate probe thermometers.
☐ Log thermometer calibration activity.
☐ __________________________
☐ __________________________
☐ __________________________

Opening the Serving Line

☐ Ensure an And Justice for All Poster is at the point of service and in view of the customer.
☐ Display most recent health inspection.
☐ Display menu.
☐ Post information about possible allergens.
☐ Provide each cashier station with a paper roster and pen.

☐ __________________________
☐ __________________________

Opening the Manager's Office

☐ Update the food safety binder.
☐ Update the allergy management binder or documents.
☐ Update recipes.
☐ Set up clipboards or another method to share daily documents.
☐ Celebrate your accomplishments by posting training certificates and diplomas.
☐ Prepare your file drawers for the year’s documentation.

☐ __________________________
☐ __________________________

Completed by: __________________________
Date of completion: __________________________