

Restaurant Pre-Opening Checklist

Getting to work between the management and the ownership of a restaurant is often a tedious and time-consuming task that many individuals would like to skip or if given the choice, however, this task does not have to be extensive or long as a checklist is provided that only will help you know where to start, but it will also help you save time and effort and keep track of what has already been done, as well as what needs to be done next.

Pre-opening is an example of a checklist which you may utilize for resources that will require a shift or change in management and/or ownership. You may include or omit any data as necessary.

MANAGEMENT/OWNERSHIP CHANGE (CHECKLIST FOR NAME OF RESTAURANT)			
DATE TO BE ACCOMPLISHED	TASK	CURRENT STATUS (IN PROGRESS/ COMPLETE)	INITIALS
(DATE)	All employees have been recruited, registered, and safely stored in their respective folders and filing cabinets.	(IN PROGRESS/ COMPLETE)	(SIGNATURE)
	All personnel have undergone the necessary training and workshops that will enhance and improve their skills necessary for their corresponding positions within (NAME OF RESTAURANT).		
	All personnel have been informed of their respective salaries, company rights, and company privileges and benefits.		
	All personnel have been informed of emergency evacuation protocol, safety measures, fire exits, evacuation routes, and the location of all fire extinguishers and first aid kits within the company.		
	All personnel have been informed of the appropriate reporting protocol for sexual harassment cases.		

Pre Opening Restaurant Manual

Léo Pomar



Pre Opening Restaurant Manual:

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