



- Walk/Drive around the building prior to parking to ensure the restaurant is secure to open doors.
- Enter building with opening staff, and turn off alarm.
- Turn on lights.
- Do a walk-through to ensure that all closing duties from the night before were properly completed (Make notes in the manager's note book as needed)
- Read any notes from the closing manager, and initial to verify completion.
- Count and verify petty cash fund; record any variances on petty cash count sheet.
- Count all drawers and ensure that the opening balance is correct.
- View the sales report/tracking sheet from the previous day, verifying that the deposit for the previous day is correct.
- Check to make sure that sales posted to Fuzzy Net correctly.
- Prepare deposit and change order (as needed) to be taken to the bank.
- Check-in drawers to the designated POS with the correct starting balance.
- Review the schedule for the day, checking and monitoring employee arrival times.
- Check calendar for large parties/caterings for the day, and plan accordingly.
- Fill out a "Line Up" or "Roster" of where/when/what position each employee will be working the shift.
- Review food product on hand, leftover product from the night before, any/all pull thaw items, and complete the daily prep list with, (or have ready before arrival of) the Prep Cook.
- If needed, complete any food ordering for PFG/Hardies using a par sheet to ensure accurate ordering (Quantity needed – quantity on hand= quantity to be purchased)
- Ensure that all food is being properly heated/re-heated before being placed on the line by opening cooks.
- Monitor the efficient progress of Line Cook Opening Duties, as required.
- Monitor the efficient progress of Cashier (and Bar if applicable) Opening Duties, as required.



- If a scheduled ordering day, complete any ordering for PFG/Produce/Liquor/Beer, using a par sheet to ensure accurate ordering (Quantity needed – quantity on hand= quantity to be purchased)
- Verify completion of the Line Cook, Cashier, (and Bar if applicable) Opening Duties are complete, per their respective opening duties checklists.
- Ensure that the music is on and at an acceptable level.
- Ensure that the TVs are on and are displaying sports or news.
- Ensure the dining room and restrooms are stocked, cleaned and sanitized.
- Ensure that the open sign gets turned on when the doors are unlocked and ready for business
- At an acceptable point (opening duties are well in hand in BOH and FOH, and/or once open, business is slow enough and the Mid Manager or a responsible FOH employee on hand) take deposit to the bank, and receive change order.
- Once the Line is completely set up, before the lunch rush, (and with the Mid Manager if applicable) complete the Line Check. Be sure to taste the product while temping it. This applies to both the hot and cold food when checking quality.
- Upon their arrival, meet with the Mid Manager to establish what tasks, if any, remain for the morning. Work together to complete as necessary.