



# Opening and Closing Procedure

## Opening

1. Turn on all lights, open up curtains/blinds and turn on any machines that you will use.



2. Check all tables are laid and set up for service. Replacing any missing cutlery, napkins, glasses or plates.



3. Make sure all areas are clean and tidy ready for customers. If areas are not ready, you will need to clean and tidy these before service starts.



4. Check the bookings for the day. Do any tables or chairs need moving? Have there been any double bookings?



## Closing

1. Clean all tables of plates, glasses, cutlery and any waste and relay all tables ready for the next service.



2. Make sure all areas are clean and tidy ready for the next service.



3. Turn off any machines and close windows and curtains/blinds. Then turn off all lights and lock doors.

