

Restaurant Opening Checklist

Shifts and cash · Daily

Shift details

Business name

Date

Shift (morning / lunch / evening)

Opening manager

Opening balance (TRY)

Cold room / refrigerator temperature

Till, POS, and printer

Question	Yes	No	Initials	Notes
Has the opening cash drawer balance been counted and recorded on the form?	☐	☐		
Are there enough coins and till receipts?	☐	☐		
Is the fiscal cash register on and loaded with paper?	☐	☐		
Have all orders, deliveries, and tables from the previous day been closed?	☐	☐		
Is Ritapos open on the till computer?	☐	☐		
Is the correct employee account signed in?	☐	☐		
Is Ritapos Printer or the kitchen printer working?	☐	☐		
Does the order printer have paper, with its cover closed?	☐	☐		
Has a test ticket been printed from the kitchen or pass printer?	☐	☐		
Are spare receipt and order paper rolls available under the counter?	☐	☐		
Is the POS or card terminal working and loaded with paper?	☐	☐		
Does the cash drawer lock, and is the key held by an authorised person?	☐	☐		
Are the date and time on the fiscal cash register correct?	☐	☐		
Does the previous closing balance agree with the opening balance?	☐	☐		
Are discount and complimentary-item permissions limited to authorised users?	☐	☐		
Is the till network or Wi-Fi working?	☐	☐		

Kitchen, dining area, and hygiene

Question	Yes	No	Initials	Notes
Has the cold room or refrigerator temperature been read and recorded?	☐	☐		
Are worktops, chopping boards, and knives clean?	☐	☐		
Are raw and cooked products kept separate?	☐	☐		
Does the handwashing station have soap, paper towels, and hot water?	☐	☐		
Has the waste bin been emptied, and does its lid work?	☐	☐		
Are there no signs of pests, with monitoring traps in place?	☐	☐		
Have the tables been wiped, and are tables and chairs secure?	☐	☐		
Does the restroom have paper, soap, and a clean floor?	☐	☐		
Are the emergency exit and fire extinguisher accessible?	☐	☐		
Does the menu or QR code show current prices?	☐	☐		
Are the lighting and air conditioning or heating working?	☐	☐		

Team and service preparation

Question	Yes	No	Initials	Notes
Are employees starting service with a hair covering or hat and a clean apron?	☐	☐		
Is today's shift schedule written down?	☐	☐		
Do employees working in service have the required hygiene documentation?	☐	☐		
Is the reservation list available to the host or cashier?	☐	☐		
Have any allergen notes been passed to the kitchen?	☐	☐		
If a delivery device is used, has the first ticket been received?	☐	☐		

Missing items and work to complete now

Signature

Opening manager signature

Chef or authorised manager signature

Time

This form is an educational checklist. It does not change your local authority, food registration, or occupational health and safety obligations. Confirm local requirements in writing.