

Concessions Opening Checklist

Week: _____

Site: _____



Sr. No	Particulars	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Month:
1	Tech sale bring by Supervisor								
2	Count and restock all items								
3	Inventory done in the system								
4	All POS, EDC machine and printer working properly								
5	Enough receipt paper available								
6	All kettles cleaned and assembled								
7	All kettles glasses and other parts cleaned								
8	Check availability of measuring jars, seasoning pans and Spoons								
9	Check availability of corn bags, oil tin and seasoning								
10	All drawers cleaned								
11	Floor cleaned and tidy								
12	Attach nozzles to Coke Machine								
13	Attach nozzles to cobra tower								
14	Check that the flavor indicated in the lable is the same as the flavor dispensed.								
15	Par stock level of canesters maintained								
16	Check ice bins cleaned and filled with ice								
17	Ice scooper available and cleaned								
18	Switch on the warmers and maintain the temp.								
19	Trashcans placed under each POS with liner, emptied regularly								
20	All Refrigerators cleaned and product displayed: Diet Coke, Water Bottles and Chocolates								
21	Check cleaning of condiment station and fill the station								
22	Check all Vegetables and sauces filled up to appropriate								
23	Enough change available with cashier								
24	Stack all the disposables: soda glasses, nachos trays, Hot Dog trays, tubs								
25	All signages placed								
26	All tensile barriers placed properly								
27	PRP checklist available								
28	All machinery and equipment working properly								
29	Hand gloves available								

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Sr. No	Particulars	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Month:
30	Disposable glass avail with small sauce cups								
31	Check lids/straws and tissues avail								
32	Serving trays available								
34	Cleaning and sanitization material available								
35	All lightings/LCD and signages switched on								
36	All Employees in proper dress code								

Supervisor's Signatures

Manager Authorization

GM Initial