Café opening and closing checklist

Date: _____ Opener: _____ Closer: _____ Tick each task as it's done.

Opening checklist (short version)

[ ]	Alarm off, lights on, check for anything out of place overnight	Done by: _____
[ ]	Espresso machine on; grinder dialed in to the shop's recipe	Done by: _____
[ ]	Brew the first batch; set out cups, lids, sleeves	Done by: _____
[ ]	Count the till float	Done by: _____
[ ]	Stock the pastry case; check fridge temperatures	Done by: _____
[ ]	Unlock the door on time	Done by: _____

Closing checklist (short version)

[ ]	Lock the door at closing time; finish the last orders	Done by: _____
[ ]	Backflush and clean the espresso machine; empty and clean grinders	Done by: _____
[ ]	Wrap, date and log pastry waste	Done by: _____
[ ]	Clean tables, floor and restroom	Done by: _____
[ ]	Count the till and complete the cash drop with a second person if possible	Done by: _____
[ ]	Lights off, alarm on, door checked	Done by: _____

Free template from zchedule.app/resources. Examples are illustrative.