

Restaurant — End of Night Report

20 items across 8 sections — fillable PDF, free to use.

Why this mix for a restaurant: Food is the business, so Kitchen & Food Safety carries the most weight -- fridge temperatures, FIFO labelling and sanitising are standard UK kitchen closedown practice, not an EON invention. Front of House covers the dining room. Security isn't included, since most restaurants close earlier and don't carry a bar's end-of-night cash and door risk.

Shift Overview

Venue

Date

Manager on duty

Team on shift

Sales & Financial

Sales (till)

Card machine

Cash

Variance

Covers & Revenue

Covers

Spend per head

Kitchen & Food Safety

☐ Fridge & freezer temperatures checked and logged

☐ Food stored, dated and labelled correctly (FIFO)

☐ Surfaces sanitised, bins emptied and relined

Waste total (£)

Comps total (£)

Front of House

☐ Toilets and dining area checked, stocked and tidy

Issues & Actions

How was the shift and the area / trade?

Issues raised and how they were addressed

HANDOVER TO THE NEXT MANAGER

Signed by

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