

Department: All Stores

Original Date: 12/01/2013

Subject: MOD Closing Checklist

HID #:007

Purpose

Provide a guideline for successfully executing closing duties

Responsibility

MOD

Safety

- Doors locked, no one allowed to re-enter
- NEVER stay at the store by yourself.
- All staff walks out of the building with another staff member
- As staff & guests exit the building frequently check that all doors remain locked (front door, patio doors, door to dumpsters) – this should be engrained in every employee.

Invoices

- Input ALL invoice totals in *purchase journal* according to date and vendor
- Make a copy of all liquor/beer/wine invoices; original filed in store, copy sent to BRF
- Original Kitchen & dry goods invoices go to BRF office
- Save changes

Shiftnote

- Thorough account of the night
 - Financials
 - Who worked
 - What went great
 - What things need work
 - What staff conversations were had – praising and corrective.
 - Alcohol related incidents – who, what, reasonable effort made
 - Accounting – special deposits/refunds/special invoices/etc...
 - Specials – how many sold? Guest/staff response

Cashout Reports [servers to provide]

- Cashout report
- CC receipts sorted according to cc type with verified tip amounts (check marks)
- Neatly wrap report around cc pile
- Submit cash owed [checks will be included with this amount]

Aloha Sales Report

- Close all open tabs/checks
- Aloha/reports/sales/sales/summary
- Select date (today)/"amy's report"
- Print
- Edit deposits - close
- Sales report "cash owed" = deposit log "cash owed"

EDC CC Report

- ALL CHECKS CLOSED!
- EDC/reports/review transactions
- Select correct batch
- Card types: all but "private label" checked , 1st & 2nd sort by employee
- Print
- Settle batch: functions/settle batch/highlight paymentech/enter

Labor

- Scrub shift clock in/ clock out for error
 - a) FOH terminal or VNC viewer: functions/employee/edit clock-in
 - b) Verify correct job code & arrival/departure time
- Run labor report
 - a) Back office computer
 - b) Aloha/reports/labor
 - c) print
- Document total labor dollars in *purchase journal & shiftnote*
- Save changes made to journal

Boulder Sales Bundle

- Deposit log
- Aloha sales report
- EDC credit card report
- Server cashout bundles
- Wrap neatly

Petty Log

- Count cash and cross check receipts.
- A petty check may be written/requested as needed but must be closed at period end.
- Add manager initials
- Save and/or print

Cash Bags [COUNTED & CORRECT?]

Boulder Courier Bag (prepare Sunday/ Wednesday for Monday/Thursday pickup)

- Nightly sales bundles
- Invoices [original liquor invoices stay at the store, copies sent to the BRF office]
- Check log
- Petty log with receipts (IF NEEDED)
- Overage log
- Bank receipts with receipt date & note "12/19 deposit", "grease credit", etc...

BEFORE YOU LEAVE

- Double check all doors (front door, patio doors, door to dumpsters)
- I-pods brought to office when all guests have left
- BATHROOMS: Check all stalls, blow out candles
- PATIO: Patio heaters off, Patio computer locked
- DINING ROOM: All candles blown out, shades pulled, lights off.
- KITCHEN: hoods [on or off – check with chef], pilots lit, lights off
- HOST STAND: heater off, lights off, double check door
- BAR: lights off, main patio switch off
- OFFICE: safe is locked, office door locked, lights out, space -heater off
- Set alarm