

Front of House Post-Service Checklist

Code: FOH_POST_SERVICE - Category: Service Operations - Frequency: Daily
Food Safety Management System - HACCP / FSSAI compliance record

LOGO
(affix / print here)

Outlet / Kitchen: _____ Date: ____ / ____ / ____ Shift / Meal: _____

WHY / PURPOSE	FOH cleanup and handover checklist after service. Includes incident reporting and shift handover notes for next team.
REQUIRED BY	FSSAI Schedule 4 — GHP/GMP daily operations
WHO FILLS IT	Outlet Manager / Supervisor

A. Dining Area Cleanup

All Tables Cleared & Cleaned * No dishes, tables wiped down	☐ Complete ☐ In Progress ☐ Not Started
Dining Area Floor Cleaned * Floor swept and mopped	☐ Complete ☐ In Progress ☐ Not Started
Chairs/Seating Arranged * Chairs properly arranged, cushions fluffed	☐ Complete ☐ Needs Attention
Clean Dining Area Photo Photo of cleaned dining area	☐ Photo attached ☐ N/A

B. Food Handling Post-Service

Leftover Food Properly Stored * All leftover food covered, labeled, and refrigerated	☐ Properly Stored ☐ Issues Found ☐ No Leftovers
Waste Segregated * Food waste properly segregated and disposed	☐ Complete ☐ In Progress ☐ Not Done

C. POS & Cash Reconciliation

POS Reports Generated * End-of-shift reports printed/saved	☐ Complete ☐ Pending ☐ Issues
Cash Reconciliation Done * Cash counted and matches POS records	☐ Matches ☐ Discrepancy Found ☐ Not Applicable
Discrepancy Notes (if any) Details of any cash discrepancies	_____ _____

D. Incident Reporting

Any Incidents During Service? * Customer complaints, accidents, equipment issues, etc.	☐ No Incidents ☐ Minor Incident ☐ Major Incident
Incident Details Describe what happened, who was involved, actions taken	_____ _____
Incident Photo (if applicable) Photo evidence of incident	☐ Photo attached ☐ N/A

E. Shift Handover Notes

Outstanding Tasks for Next Shift * List any pending tasks that need to be completed	_____ _____
Equipment Issues to Monitor Any equipment that needs attention or monitoring	_____ _____

Special Instructions for Next Shift Reservations, VIP guests, menu changes, or other important notes	
Critical Alerts Any urgent matters that require immediate attention	
Recorded by (name & sign):	Verified by / Supervisor (name & sign):