

Front of House Pre-Service Checklist

Code: FOH_PRE_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 preparation checklist for restaurants - 30 minutes before service. Covers facilities, dining area, staff readiness, and systems.
REQUIRED BY	FSSAI Schedule 4 — GHP/GMP daily operations
WHO FILLS IT	Outlet Manager / Supervisor

A. Facility Checks

Washroom Cleanliness * Check all washrooms are clean and presentable	☐ Clean & Ready ☐ Needs Cleaning ☐ Under Maintenance
Washroom Supplies Available * Toilet paper, soap, hand dryer/towels working	☐ All Available ☐ Some Missing ☐ Critically Low
Internet & WiFi Connectivity * Check WiFi is working for POS and customer access	☐ Working ☐ Slow ☐ Not Working
Online Aggregator Systems Check Verify all delivery platforms are online (if applicable)	☐ Yes ☐ No
Aggregator Issues (if any) Note any issues with online ordering platforms	_____

B. Dining Area Preparation

All Tables Clean & Set * Tables wiped down and properly set	☐ All Ready ☐ Some Need Attention ☐ Not Ready
Dining Area Floor Clean * Floor swept and mopped, no debris	☐ Clean ☐ Needs Sweeping ☐ Needs Mopping
Lighting Checked * All lights working, proper ambiance	☐ All Working ☐ Some Bulbs Out ☐ Issues
Menu Cards Available * Sufficient clean menu cards at each table/station	☐ Sufficient ☐ Need More ☐ Need Cleaning
Condiments Stocked * Salt, pepper, sauces, napkins available	☐ Fully Stocked ☐ Need Refill ☐ Critically Low
Dining Area Photo Photo of prepared dining area	☐ Photo attached ☐ N/A

C. Front of House Staff Readiness

FOH Staff on Duty Today * List names of all front-of-house staff present (servers, hosts, etc.)	_____ _____
FOH Staff Uniforms * All staff in clean, proper uniforms	☐ All Compliant ☐ Minor Issues ☐ Not Compliant
FOH Team Briefing Completed * Pre-service briefing done (specials, reservations, notes)	☐ Yes ☐ In Progress ☐ Not Done
Special Notes for Today's Service Reservations, VIP guests, menu changes, etc.	_____ _____

D. Service Systems Check

POS System Working * Point of Sale system online and functional	☐ Working ☐ Slow ☐ Not Working
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Kitchen Prep Complete * Kitchen team confirms ready for service	☐ Ready ☐ Almost Ready ☐ Not Ready
Kitchen-FOH Communication Working * Order system, bells, or communication method working	☐ Working ☐ Issues ☐ Not Working
Recorded by (name & sign):	Verified by / Supervisor (name & sign):
_____	_____