

Post-Service Checklist (Restaurant)

पोस्ट-सर्विस चेकलिस्ट (रेस्टोरेन्ट)

Code: POST_SERVICE · Service Operations · Daily · FSMS — HACCP / FSSAI compliance record

LOGO
(affix / print here)

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

WHY / PURPOSE	Post-service checklist to ensure proper cleanup, food storage, and cash reconciliation after service ends
	सर्विस के बाद बचा हुआ खाना, तापमान, सफाई — सब जाँचें।
REQUIRED BY	FSSAI Schedule 4, cl. 8.2 (records retention)
	कौन भरे: शफिट लीड

A. Dining Area Cleanup

All Tables Cleared * All tables cleared and wiped	☐ Yes ☐ No
Dining Area Cleaned * Dining area thoroughly cleaned	☐ Yes ☐ No
Chairs/Seating Arranged * All seating properly arranged	☐ Yes ☐ No
Floors Cleaned * Dining floors mopped and cleaned	☐ Yes ☐ No
Photo of Closed Dining Area Take photo of cleaned dining area	☐ Photo attached ☐ N/A

B. Food Handling

Leftover Food Stored * All leftover food properly stored	☐ Yes ☐ Not Applicable
Waste Segregated * Food waste properly segregated	☐ Yes ☐ No
Food Storage Temperature Checked * Verify storage temperatures after stocking	☐ Yes ☐ No

C. Cash/POS Reconciliation

POS Reports Generated * End-of-day POS reports generated	☐ Yes ☐ No
Cash Reconciliation Done * Cash register reconciled	☐ Yes ☐ No ☐ Not Applicable
Discrepancies Reported Note any cash or inventory discrepancies	_____

Recorded by: _____ Verified by / Supervisor: _____ Date: ____ / ____ / ____

POST_SERVICE · FSMS - Culinet · Blank master for manual logging

Retain 1 year or the food's shelf-life, whichever is longer (FSSAI Schedule 4, cl. 8.2). Any 'Out' / 'Fail' → corrective action + supervisor review.

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LOGO

(affix / print here)

sign):

Verified by / Supervisor (name & sign):

Recorded by:

Verified by / Supervisor:

Date: __ / __ / __