

Opening and closing checks

It is essential that you and your staff do certain checks every time you open and close. This helps you maintain the basic standards you need to make sure that your business manages food safety.

Opening checks

You should do these checks at the beginning of the day. You can also add your own checks to the list:

- Your chilled display equipment, fridges and freezers are working properly
- Staff are fit for work and wearing clean work cloths
- There are plenty of hand-washing and cleaning materials (soap, paper towels, cloths etc.)
- Check for signs of pests
- Surfaces are clean (counter tops, floors, equipment etc.)
- The shop is 'fit to trade', i.e. clean and tidy, shelves stocked up etc.

Closing checks

You should do these checks at the end of the day. You can also add your own checks to the list:

- Foods that have passed their 'use by' date, or any damaged or unfit (e.g. mouldy) foods, have been removed from sale
- Foods removed from sale have been disposed of correctly or places in a special area if being returned to a supplier
- No unwrapped food is left out
- Waste has been removed and new bags put into the bins

Extra checks

Carrying out extra checks regularly helps you make sure your safe methods are being followed.

These are less frequent than the daily opening and closing checks. You might find it helpful to have all these checks written down in one place.

In the table below there are examples of some extra checks. Write down the details of extra checks that you do and how often you do them. You can add other checks below.

When you carry out extra checks, do not forget to make a note of them in the diary.

What to do	Details of check		How often?
<i>Deep clean (example)</i>	<i>Clean behind equipment, dry goods, shelving, walls, ceilings, vents, outside waste areas etc.</i>	<i>Deep clean display and storage areas and outside waste areas, including walls, ceilings, and vents</i>	<i>Every 6 weeks usually on a Thursday</i>

Deep Clean	e.g. clean behind equipment, dry goods shelving, walls, ceilings, vents, outside waste areas etc.		
Maintenance	e.g. freezers defrosted		
Temperature probe	If you use a probe, check regularly that it is accurate		
Date checks and stock rotation for 'best before' coded products	e.g. check tins, jars, boxes etc. Remember, eggs must be sold seven days before the 'best before' date		
Pest control check	e.g. look for signs of damage to walls, doors etc. that could let in pests, and signs of pests		

Strood Green Shop Routines Example

Routines							
Opening up procedures	Sun	Mon	Tues	Wed	Thurs	Fri	Sat
Turn alarm off							
Bring in newspapers & magazines							
Lock door							
Prepare float							
Check messages phone/whiteboard/email							
Turn on all equipment							
Pull out blind/A board							
Before 11am	Sun	Mon	Tues	Wed	Thurs	Fri	Sat
Check chiller/fridge/freezer temp							
Sweep shop floor							
Fire exits and escape routes cleared							
Refresh pie cabinet							
Outside the front of the store swept							
Tidy sections							
All deliveries checked off and admin completed							
Afternoon before 3.30pm	Sun	Mon	Tues	Wed	Thurs	Fri	Sat
Markdown sandwiches							
Prepare banking							
All deliveries checked off and admin completed							
Before 5pm	Sun	Mon	Tues	Wed	Thurs	Fri	Sat
Check sell by/use by dates – markdown							
Clear kitchen							
Mop floors/disinfect sinks/toilet							
Clean counter							
End of day	Sun	Mon	Tues	Wed	Thurs	Fri	Sat
Newspaper returns complete							
Put away blind/A board – lock porch							
Lock door							
Turn off all specified equipment							
Remove out of date products							
Cash up/prepare float							
Set alarm							
Rota	Sun	Mon	Tues	Wed	Thurs	Fri	Sat
This months rota displayed							

Tasks							
Plan your section cleaning/date code checks	Sun	Mon	Tues	Wed	Thurs	Fri	Sat
Order placement (P) & delivery (D)	Sun	Mon	Tues	Wed	Thurs	Fri	Sat
Cleaning & back stock – plan your week	Sun	Mon	Tues	Wed	Thurs	Fri	Sat
Toilet/Kitchen/staff area							
Office							
Counter surface							
Bin area							
Front of shop							
Work all stock from the back							
Temperature checks	Sun	Mon	Tues	Wed	Thurs	Fri	Sat
Chiller milk							
Chiller cheese							
Chiller drinks							
Chiller wine							
Chiller server							
Freezer food shop							
Freezer kitchen							
Ice cream freezer							
Chiller – backup, under S/O							
Chiller – backup fridge kitchen							
Freezer – backup, store							
Fridge – backup, veg							
Report any issues to the maintenance service contractor							
Rota amendments	Sun	Mon	Tues	Wed	Thurs	Fri	Sat
Record any changes to the rota including why the shifted needed changing							

Notes and Messages		
To	From	
Sunday		
Monday		
Tuesday		
Wednesday		
Thursday		
Friday		
Saturday		

Manager Check	Sign:	
	Date:	