



Busser Closing Checklist

Manager _____

Date _____

DONE		ACTION	COMMENTS
	1.	Ensure All Final Food & Beverages Have Been Delivered to Guests	
	2.	Ensure all Trash Cans in FOH have been emptied & placed in BOH to be cleaned	
	3.	Ensure all Bus Tubs are emptied & ran through Dishwasher	
	4.	Ensure all Service Trays are Cleaned & Sanitized	
	5.	Empty Sanitizer Buckets & Send Through Dishwasher	
	6.	Ensure Linen Bags are Emptied/Placed in Appropriate Disposal Location	
	7.	Perform Any Additional Closing Sidework	
	8.	Get Checked Out by Closing Manager	
	9.	Clock out	