

Food Truck Daily Closing Checklist

Daily Operations

DATE	LOCATION	OPERATOR
___ / ___ / ____		

FOOD STORAGE

- | | |
|---|--|
| <input type="checkbox"/> Leftover food cooled and stored safely | <input type="checkbox"/> Items past holding time discarded |
| <input type="checkbox"/> Perishables transferred to fridge | <input type="checkbox"/> Containers labelled and dated |

EQUIPMENT SHUTDOWN

- | | |
|---|--|
| <input type="checkbox"/> Grill / flat top off and scraped | <input type="checkbox"/> Steam table / hot holding off |
| <input type="checkbox"/> Fryer off, oil covered | <input type="checkbox"/> Gas supply shut off at tank |

CLEANING

- | | |
|---|--|
| <input type="checkbox"/> All cooking surfaces cleaned | <input type="checkbox"/> Service window closed and wiped |
| <input type="checkbox"/> Prep surfaces sanitised | <input type="checkbox"/> Floor swept and mopped |
| <input type="checkbox"/> Utensils washed and stored | <input type="checkbox"/> Handwash station drained |

WASTE & WATER

- | | |
|---|--|
| <input type="checkbox"/> All rubbish removed from truck | <input type="checkbox"/> Grey water tank emptied at dump station |
| <input type="checkbox"/> Waste disposed at designated point | <input type="checkbox"/> Fresh water tank level noted |

VEHICLE & SECURITY

- | | |
|---|---|
| <input type="checkbox"/> Generator shut down | <input type="checkbox"/> Truck locked and secured |
| <input type="checkbox"/> Fridge running on shore power or battery | <input type="checkbox"/> Takings secured |
| <input type="checkbox"/> Service windows latched | |

SIGN-OFF

Issues for tomorrow _____

Operator signature _____

Notes

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