

Food Truck and Catering Opening and Closing Checklist

Mark complete only after the task is finished and any unacceptable result is corrected or escalated. Adapt this working sheet to your approved procedures and local requirements.

Business: _____

Location or event: _____

Shift date: _____

Shift lead: _____

Opening checklist

Done	Section	Task	Reading, exception, or action	Initials
☐	Food safety	Record refrigerator, freezer, and hot-holding temperatures before loading or service.		
☐	Food safety	Confirm handwashing supplies, sanitizer concentration, test strips, gloves, and clean wiping cloths.		
☐	Food safety	Check product dates, labels, allergen controls, thawing status, and approved food sources.		
☐	Vehicle and site	Complete the vehicle, trailer, generator, propane, tire, fluid, fuel, and visible damage check.		
☐	Vehicle and site	Confirm parking, permits, access, weather, security, waste, water, and power arrangements.		
☐	Equipment	Start equipment safely and verify refrigeration, cooking, holding, ventilation, lighting, and POS operation.		
☐	Service readiness	Count opening cash, test payments, confirm prices, and verify receipt paper and connectivity.		
☐	Service readiness	Match prepared quantities, packaging, disposables, condiments, beverages, and ice to the service plan.		
☐	Team	Review assignments, menu availability, allergens, service targets, breaks, emergency contacts, and stop-work authority.		
☐	Team	Inspect uniforms, personal items, illness reporting, hair restraints, and required protective equipment.		

Food Truck and Catering Opening and Closing Checklist

Closing controls, exceptions, and next-shift handoff.

Closing checklist

Done	Section	Task	Reading, exception, or action	Initials
☐	Food and inventory	Record ending quantities, waste, safe leftovers, shortages, substitutions, and products to reorder.		
☐	Food and inventory	Cool, label, store, transport, donate, or discard food using the approved local process.		
☐	Cleaning	Wash, rinse, sanitize, air-dry, and secure food-contact tools, equipment, surfaces, and smallwares.		
☐	Cleaning	Remove trash, grease, wastewater, recycling, and debris through approved disposal points.		
☐	Equipment	Shut down cooking, propane, generator, water, power, ventilation, and equipment in the correct order.		
☐	Equipment	Record damage, unusual noise, temperature problems, faults, fuel needs, and maintenance actions.		
☐	Cash and records	Reconcile POS sales, cash, tips, refunds, discounts, fees, invoices, receipts, and deposit handling.		
☐	Security	Lock food, cash, documents, keys, chemicals, knives, propane, doors, windows, and storage areas.		
☐	Site handoff	Inspect the service area with the responsible contact and document damage or unresolved cleanup.		
☐	Team review	Record one operational win, one issue, and any action that needs an owner and due date.		

Handoff and final review

Temperature and safety records: _____

Exceptions and corrective action: _____

Next-shift handoff: _____

Final review by: _____ Time: _____