Daily and Weekly Checklists

Opening, during the day, closing, weekly and monthly tasks

Template for Ireland, not legal advice. Irish rules covered only in part. Status 24 Oct 2026.

> Template for cafés in Ireland, not legal advice. Status 24 October 2026. **The template covers the EU framework; Irish rules are included only where verified** (written allergen information under S.I. No. 489 of 2014). Registration with the food authority, temperature limits, food handler training rules, record retention, VAT, licensing of alcohol and smoking rules **are not covered** – check them with your competent food safety authority and other local authorities before you use the template.

Print one for each week, put it up by the bar and tick off. The shift supervisor signs at the end of the week.

Week from – to _____

Supervisor _____

Opening

	Mon	Tue	Wed	Thu	Fri	Sat	Sun
Switch on the espresso machine (at least 20–30 min before opening), check pressure and temperature							
Record fridge and freezer temperatures on sheet A							
Check dates and condition of milk, desserts and bakery							
Dial in the espresso: dose, yield, time – record							
Fill the grinder hopper with coffee for one shift only							
Restock cups, lids, napkins, sugar							
Wash-hand basin: soap, paper towels, sanitiser							
Customer area and toilets clean							
Till, card terminal, float							

During the day

	Mon	Tue	Wed	Thu	Fri	Sat	Sun
Steam wand wiped and purged after every use							
Extraction checked after any major change (new coffee, change in weather)							
Mid-shift temperatures (sheet A)							
Ongoing cleaning of tables, counter and toilets							
Taking out waste and coffee grounds							

Closing

	Mon	Tue	Wed	Thu	Fri	Sat	Sun
Backflush the groups with cleaner, soak portafilters and baskets							
Clean the steam wands, drip tray and knock box							
Jugs and crockery into the dishwasher, clean the dishwasher							
Date opened milk, discard anything out of date							
Put away and cover desserts, check the display							
Wash and disinfect surfaces, mop the floor							
Take out waste, empty bins							
Cash up							
Switch off equipment as instructed (espresso machine as per manufacturer)							
Record cleaning done (sheet C)							

Weekly tasks

Task	Day	Done / signature
Empty, wash and disinfect fridges and display		
Clean grinder hopper and chute		
Clean the ice machine		
Group brush, check gaskets and shower screens		
Pest check (sheet F)		
Check coffee stock and order		
Supervisor checks record sheets		
Wash bins		

Monthly tasks

Task	Date	Done / signature
Clean grinder burrs (tablets or dismantle)		
Check thermometers (iced water)		
Check water filter and water hardness		
Deep clean (shelves, behind equipment, lights)		
Check first aid kit and fire extinguisher		
Check food hygiene training records		

Checked by (supervisor) **Date** **Signature**

Sources: 852/2004 Article 5, Annex II. Status 24 Oct 2026.

Sources – full text of the legislation on Europaius

- 852/2004