# Coffee Shop Closing Checklist

Closing a coffee shop well decides how the next morning goes. Skip the backflush and the first shots taste bitter; leave milk out and you're pouring money down the drain. This checklist is for the closing barista in a small café. It starts 30 minutes before close, so the heavy cleaning gets done while the last customers finish, and ends with the door locked and the alarm set.

## What you'll need

- Espresso machine cleaning powder
- Blind basket
- Clean cloths and sanitizer
- Mop and bucket
- Cash count sheet

## Steps

- [ ] **Stop brewing new batches of drip coffee 30 minutes before close.**
  Serve from what's left and make anything else to order.

- [ ] **Start cleaning the parts of the bar you won't need again.**
  Spare pitchers, the second grinder, the batch brewer, syrups and sauces.

- [ ] **Put the milk back in the fridge.**
  Wipe down the area where the milk was. Follow your local food safety rules on how long milk can sit out.

- [ ] **Pack away the pastry case.**
  Store, label, donate or throw out what's left, following your café's rules. Write down what's left over to help with tomorrow's order.

- [ ] **Lock the door at closing time.**
  Turn the sign around and finish serving anyone already inside.

- [ ] **Backflush the espresso machine with detergent.**
  Follow the espresso machine cleaning procedure: 5 cycles with detergent, then 5 with clean water, on every group.

  **Watch out:** Never more than 5 cycles with detergent. It wears out the group gasket.

- [ ] **Soak and scrub the baskets.**
  Only the metal part of each portafilter goes in the soak.

- [ ] **Clean the steam wands and the drip tray.**
  Wipe each wand from top to tip and clear the holes in the tip.

- [ ] **Brush out the grinder.**
  Brush out the chute and the dosing area. If your beans go stale overnight, empty the hopper into an airtight container first.

- [ ] **Wash all pitchers, utensils and cloths.**
  Cloths go in the wash, not on the bar overnight.

- [ ] **Wipe the counters, bar and tables with sanitizer.**
  Follow the label on the product for how long to leave it.

- [ ] **Restock cups, lids and napkins for the morning.**
  The opener will thank you.

- [ ] **Sweep and mop the floors, behind the bar last.**
  Put the chairs up on the tables first so you can reach underneath.

- [ ] **Take out the trash, recycling and coffee grounds.**
  Rinse the knock box and put new liners in every trash can.

- [ ] **Count the register and fill in the cash count sheet.**
  Count twice, leave the starting cash for tomorrow and put the rest in the safe.

  **Watch out:** Count cash away from the windows.

- [ ] **Check that every fridge door is closed.**
  A fridge left open overnight means throwing out everything inside.

- [ ] **Switch off the lights and equipment.**
  Leave the espresso machine on or off according to your café's rule. Fridges stay on.

- [ ] **Set the alarm and lock up.**
  Check the back door by hand before you leave by the front.

## How to adapt it

- Split the cleaning between two closers: one on the bar, one on the floor.
- Leave a note for the opener about anything unusual, like a slow grinder or low stock.
- Use the leftover pastry count to adjust tomorrow's order.
- Put a QR code by the register so whoever closes can follow the list.