

Opening and closing checklist– REC1

Subject	Details
Overview of activity:	For the learner to undertake an opening and closing check.
Learning objective:	Describe the procedures to be followed when undertaking an opening and closing check. To complete the relevant paperwork.
Target audience:	Level 1
Additional resources required:	Opening and closing checklists for the relevant area. Diary sheets. HO1, HO2 and HO3 – provide examples of opening and closing checklists.
Estimated duration of activity:	25 minutes
Links to other resources:	Links to all other recording system activities (REC2, REC3, REC4 and REC5).
Guidance notes:	Using an opening and closing checklist as a guide, take your learners into a catering area i.e. production kitchen. Show them what is included on the checklists and either explain or ask the learners to identify the importance of including items on a checklist. (For example, if there is no handwashing soap available, what should you do?) Lots of questions and answers can be used with the learners to ensure they understand. Handouts are available with examples of opening and closing checks. Relate the checks back to the ticking of the opening and closing boxes in the diary sheets, linking it back to the legal requirements.