

Management Weekly Checklist		Site:		Date:		Wk Number:			MOD:		
ITEM	ACTIVITY				Sun	Mon	Tue	Wed	Thur	Fri	Sat
1	Banking										
2	Check and update polaris for daily forecasting, labour spend and week so far										
3	Walk through of site looking for any imperfections										
4	10 @ 10 and 11.45 line checks completed										
5	Check the cleaners off										
6	Inspect kitchen cleaning schedule										
7	Check all emails morning, afternoon and evening - reply as soon as possible										
8	Update bookings diary and organise tables for lunch and evening shift										
9	Review weekend party bookings - make sure all confirmed or paid deposit										
10	Complete PSB for lunch and evening shift - detailed and inspirational										
11	Inspect all FOH sections and bar for service before opening										
12	Complete SYS daily and weekly checklists - record any action points										
13	Organise and print set menu and specials ready for the next day										
14	Identify staff training needs										
15	Liquor order										
16	Yate order costed to budget and ordered online										
17	Identify any coffee requirements - clifton coffee										
18	Identify any till roll requirements - Till Rolls Direct										
19	Identify any gas requirements -BOC										
20	Tidy up P-files and office - discard of anything that is not required										
21	Post off weekly envelope										
22	Check payroll details from Petticoat Management										
23	Review last weeks P and L and reports to discuss at management meeting										
24	Management meeting 3pm - action points to be given to all management										
25	Discuss daily sales, labour and forecast on handover										
26	Fill out control form daily										
27	Closedown properly for the next day - is it perfect???										
28	Input rota and cost on Polaris FOH and BOH & publish to Ben										
29	Finalise rota and put out for staff to see & publish to Ben										

30	Check weight of pre portion food							
31	Organise your cellar							
32	Check all party requirements and relay to all management							
33	Identify any holiday requirements							
34	Complete forecast for following week using LY, trends and booking diary							
35	Look ahead to party bookings over the next month for confirmations							
36	Update event schedule and chase up any menu's required from kitchen							
37	Identify any lyreco requirements and complete online order							
38	Check print levels - e.g, menus/take away menus/desserts/vouchers							
39	Rank your staff - plan weekly job chats and appraisal for next shift							
40	Beer line clean							
41	Salt glass washer							
42	Clean ice machine							
43	Plan and create weekend staff incentives							
44	Evaluate and confirm management action points have been done							
47	All pre-orders for the weekend organised and confirmed							
48	Tidy dry store and bar areas							
49	Input any holiday for salaried staff or bonuses on viewbase							
50	Food stock take							
51	Liquor stock take							
52	Complete end of week on tills inc. PLU's							
53	Test Sunday roasts are too a great standard!!							
54	GP to be discussed and finalised with head chef							
55	Close the week on polaris - before lunch service							
57	Complete end of week report							
58	Complete both food and liquor sales mix							
MOD Sign Off								