

Store Inspection

This inspection is to be completed by the Store Manager only. Time punch sheet must be stapled to the inspection. At least 1 per week is required and must be turned in with Wednesday paperwork. Be hard and honest, do not call ahead of time to warn, customers don't call us.

1. Cannot be done on Tuesday night
2. If completed on night shift, must be after 7:00pm
3. If completed on weekends, any time after 11:00

Use this as a positive training tool. Better operations means better sales which is a plus for everyone.

Parking lot area clean	Yes / No	Dining room clean	Yes / No
Open sign on and working	Yes / No	Appropriate music & volume	Yes / No
Doors and windows clean	Yes / No	Décor (tables, chairs, etc) clean and in good condition	Yes / No
Hours sign neat & accurate	Yes / No	Beverage area clean and well stocked	Yes / No
Sandwich unit fully stocked	Yes / No	Restrooms stocked and clean	Yes / No
Sandwich unit organized and clean	Yes / No	Prep table clean and free of any personal items	Yes / No
Products prepared properly and appear fresh	Yes / No	Cookie case full stocked	Yes / No
Back Counter area organized and uncluttered	Yes / No	POS area clean and organized	Yes / No
Staff welcomed/acknowledged with an appropriate greeting?	Yes / No		
Staff looks professional? (<i>Proper uniforms</i>)	Yes / No	<u>Comments:</u>	
Restaurant smells good?	Yes / No		
Restaurant looks clean?	Yes / No		
Temperature in restaurant comfortable? (Not too hot or cold?)	Yes / No		

Extra things to look for:

1. Sauce bottle labeled?	Yes / No
2. Toaster baskets out of toaster?	Yes / No
3. Chip rack organized?	Yes / No
4. Full rack in the back?	Yes / No
5. Bulletin Boards organized?	Yes / No
6. Only positive messages seen?	Yes / No
7. Dumpster area clean?	Yes / No
8. Kids meal display full?	Yes / No
9. Tea and coffee dated?	Yes / No

Points _____ out of 30 possible

Manager _____ Day and Date: _____

Employee signatures: