

10/6/2021 (New) Weekly Checklist
Store _____ Week Ending _____
Actual Net Sales _____
Actual Purchases _____ %
Actual Labor _____ %
Bread +/- _____ Money +/- _____ Credits _____

Turn in weekly

- _____ Control Sheet and WISR
- _____ Detailed Video report and or inspection (2 Required)
- _____ Key indicator by clerk researched
- _____ Daily Inventory Log
- _____ Payroll Sheet with schedule and Edit sheet attached
- _____ Note Terms and Quits on Payroll Sheet
- _____ Live IQ schedule for the next week (Must have 2 weeks on the wall)
- _____ Paper with cash out by opener and closer
- _____ Waste sheet (Inventory Movement Sheet)
- _____ PM Guide
- _____ Invoices and Cintos bills
- _____ Copy of Temp Log

Steritech or Corp file (Paperclip together)

Hourly cleaning list Temperature log Artistry certificates
Payroll sheet/ Time edit sheet Copy of Invoices
Team Access Report Monthly (Delete past employees)