**MANAGER LOG**

|  |  |
| --- | --- |
| **STORE** |  |
| **DAY** |  |
| **DATE** |  |
| **AM MANAGERS / CHEFS** |  |
| **PM MANAGERS / CHEFS** |  |

**SUMMARY OF THE DAY**

**SALES & LABOR (In $/%)**

**ATTACH UPDATED AND COMPLETED DSR TO LOGBOOK EMAIL**

**SALES & LABOR NOTES**

Forecasted Sales:

 $5,750.00 Sales $8,848.75 Difference $3,098.75/35.02%

FOH Scheduled Labor:

 47hrs /$280.00/4.87% Actual: 58.52 HRS /$393.30/ 4.44% / for a difference 11.52 HRS/$113.30/-0.42%

FOH: Over 11 hours,4 hours from staying open an extra hour for event. The other 7 from ast manger

BOH Scheduled Labor:

 46.5hrs. / $668.50/ 11.62% Actual:59.2 hrs. /$868.86 /9.82% / for a difference of 12.70 HRS/$200.56/-1.80 %

BOH:12 hour over from training and extra prep for the big events tomorrow.

**KITCHEN NOTES**

 Great Job as usual.

 **GUEST RELATIONS**

**THE WOW FACTOR**

**HR / STAFFING / TRAINING**

N/A

 **R&M**

N/A

**PC / IT**

**N/A**

**DAILYS (INITIAL AS COMPLETE)**

 **All employee’s paperwork submitted / in POS All invoices checked in, signed, coded, filed.**

 **All employees clocked out. Session closed in POS.**

**DSR Completed and attached to logbook email**