

"X"	MANAGER'S DAILY CHECKLIST (SAMPLE FORMAT)			
	(KEEP THIS LIST IN YOUR POCKET - CHECK OFF BOXES AS TASK IS COMPLETED)			
9AM	AM Mgr. and Kitchen opening person enter at same time.			
	Check management log. Address any urgent issues.			
9-10AM	From 9AM until 10AM, handle paperwork, cash drawer(s) and office work.			
	Check BOH and FOH schedule and transfer book. Know who's coming in when.			
9:15	Turn on music, heat/AC to proper level, TV's on w/ captions, all lights turned on.			
9:30	Divide up stations for servers.			
10-10:30	Employees coming in - clean and neat uniforms. Grooming standards up to par.			
10:15	Bartop and barback areas neat and clean.			
10:40	Make sure back door area & entire front sidewalk and ft. door area is swept clean.			
10:45	Sandwich board and other promotions out. Neatly written!			
10:45	Update Kitchen '86 board. Go into lunch with all items available! Taste everything.			
10:50	All light turned on (dimmed as needed) music volume correct, all doors unlocked.			
10:55	Quick pre-shift meeting with all servers. Specials discussed/parties/promos/sales			
11:00	Quick run outside - dumpster gates closed and back of restaurant neat/clean.			
11:00	Everyone ready to go, in uniform, clean and all smiles.			
11:00 - 2:00	Work the floor. Visit tables, insure hot food, fast service. Set the pace.			
	From 11-2, no managers allowed in the office, office door closed and unoccupied.			
	Watch for bottlenecks, work staff through it. Walk figure "8's" during your shift.			
	Run a shift with "Training Moments" as your focus. #1 job is training at all times.			
2:00	Run outside - all boxes are flattened and in the dumpster. Back of restaurant neat.			
2-3pm	Return phone calls, handle interviews, projects completed.			
4:00	Evening Manager arrives. Check management log. Address any urgent issues.			
	Check with AM Manager. Work on any projects for a half-hour.			
	Check kitchen and FOH and Bar schedule. Know who's coming in and when.			
	Adequate cash on hand for evening shift.			
	Administration and mgmt time. Spend time in kitchen - ready for dinner?			
4:15	Check reservation book. Any banquets coming in? Tell kitchen.			
4:25	Make sure all boxes are flattened and put in dumpster. Back of restaurant neat.			
	Server stations divided up and everyone knows their sections.			
	All incoming staff in uniform - neat and clean.			
	Check all kitchen and bar operations - everything smooth and handled.			
4:30	Insure all promos / sandwich board current and neat.			
4:45	Dim all of the lights in the restaurant down to the markings. Check music volume.			
	Pre-shift meeting with kitchen and servers -featured items, promos, tasting.			
	Run a shift with "Training Moments" as your focus. #1 job is training at all times.			
5:00	Spend time in kitchen - everything 100% Any issues? Taste everything.			
	From 5-8PM, no managers allowed in office, office door closed and unoccupied.			
	Watch for bottlenecks, work staff through it. Walk figure "8's" during your shift.			
	Keep ALL tables properly/fully set up until end of PM shift. No "unset" tables, ever.			
8:30	Kitchen start to close. Consolidate and cut staff whenever possible.			
Closing	Close 5 minutes after posted hours.			
	All lights turned off.			
	Kitchen is clean and neat. Hood fans and lights turned off.			
	All cooler/freezer doors closed tightly. Locked?			
	Final notes in management log. Staple this task list to log sheet.			
	Final check of safe, POS, office door locked, all lights off.			
	Closing manager lock/leave with closing kitchen person. (Never leave by yourself)			
	THINGS TO TAKE CARE OF:			