

Manager's Work Flow

Date: _____

Manager on Duty: _____

Opening the Restaurant

- _____ Check the outside of restaurant
- _____ Enter the restaurant
- _____ Turn off alarm & turn on lights
- _____ Conduct security check
- _____ Open register system

Planning the Shift

- ☐ Review Communications & Maintenance Logs
- ☐ Arrival of employees
- ☐ Review sales & complete paperwork
- ☐ Open the Restaurant Safe & Prepare Deposit
- ☐ Set-up cashier's drawers
- ☐ Check on progress of employees
- ☐ Complete Rush Readiness Checklist
- ☐ Prepare for Lunch
- ☐ Ensure all non-service duties are complete
- ☐ Assign service positions
- ☐ Product available for service
- ☐ Complete or verify HACCP log

Execute the Shift

- _____ Open Front Door(s)
 _____ Ordering/Receiving
 _____ Monitor Sales versus projections each 1/2 hour

Primary Duties

- _____ Call drops if adjustments are needed
- _____ Observe employees and coach
- _____ Empty mini-safes every hour
- _____ Conduct random cash audits with the cashiers
- _____ Packagers handling products & orders correctly
- _____ Ensure all employees are friendly & courteous
- _____ Products within holding times & temperatures
- _____ Circulate through restaurant
- _____ Call new product as needed
- _____ Monitor waste
- _____ Expedite service as needed
- _____ Adhere to "clean as you go"
- _____ Take and post sales reading

Secondary Duties

- _____ Product quality check
- _____ Assign & supervise area cleaning duties
- _____ Supervise the filtering process
- _____ Review sales and Labor
- _____ Administrative Follow-up
- _____ Conduct interviews

Secondary Duties Continued

- _____ Conduct cross-training
- _____ Project sales
- _____ Complete one day of the schedule
- _____ Check out the first cashier
- _____ Verify cash drawer amount
- _____ Drop money into the safe
- _____ Post receivables
- _____ Complete or verify HACCP Log

Evaluating the Shift

- _____ Sales
- _____ Guest relations
- _____ Speed of Service
- _____ Employee coaching and development
- _____ Product waste
- _____ Rush Readiness accomplishments
- _____ Ready for next shift

Planning the Shift – Shift Change

- _____ Verify Efficiencies & key inventory items
- _____ Enter waste
- _____ Check availability of raw & prepped product
- _____ Check out last cashier
- _____ Shift Change Management Responsibilities
- _____ Post Payroll
- _____ Turn over safe to P.M. Mgr
- _____ Prepare deposit
- _____ Post figures on Daily Cash Report

Comments:

Figure 1 consists of a 3x3 grid of scatter plots. The rows are labeled 'Single parent', 'Two parent', and 'Three parent' on the left. The columns are labeled 'Single parent', 'Two parent', and 'Three parent' on the top. Each plot has 'Number of children in the household' on the x-axis and 'Number of children in the family' on the y-axis. The plots show a positive correlation between the two variables. The correlation is strongest in the 'Single parent' row and 'Single parent' column, and weakest in the 'Three parent' row and 'Three parent' column.

Family Type	Household Type	Correlation Strength
Single parent	Single parent	Strongest
Single parent	Two parent	Strong
Single parent	Three parent	Medium
Two parent	Single parent	Strong
Two parent	Two parent	Medium
Two parent	Three parent	Weak
Three parent	Single parent	Medium
Three parent	Two parent	Weak
Three parent	Three parent	Weakest

Manager's Work Flow

Date: _____

Manager on Duty: _____

Planning the Shift – Shift Change

- _____ Verify Efficiencies & key inventory items
- _____ Enter waste
- _____ Check availability of raw & prepped product
- _____ Complete Daily Prep Sheet
- _____ Complete Today's Baking Sheet [if applicable]
- _____ Complete Chicken Drop Chart
- _____ Complete Station Chart
- _____ Check out last cashier
- _____ Shift Change Management Responsibilities
- _____ Post Payroll
- _____ Complete Rush Readiness Checklist
- _____ Turn over safe from A.M. Mgr
- _____ Prepare deposit
- _____ Post figures on Daily Cash Report
- _____ Complete P.M. section of the report
- _____ Greet closing crew as they arrive
- _____ Check appearance, cover promotions, assign duties
- _____ Check on progress of employees

Execute the Shift

Primary Duties

- _____ Call drops if adjustments are needed
- _____ Ensure cashiers are following procedure
- _____ Empty mini-safes every hour
- _____ Conduct random cash audits with the cashiers
- _____ Packagers handling products & orders correctly
- _____ Ensure all employees are friendly & courteous
- _____ Products within holding times & temperatures
- _____ Circulate through restaurant
- _____ Call new product as needed
- _____ Monitor waste
- _____ Expedite service as needed

Secondary Duties

- _____ Adhere to “clean as you go”
- _____ Take and post sales reading
- _____ After Rush Functions
- _____ Product quality check
- _____ Assign & supervise area cleaning duties
- _____ Supervise the filtering process
- _____ Review sales and Labor
- _____ Check-out first cashier
- _____ Take readings
- _____ Verify cash drawer amount.

Secondary Duties Continued

- _____ Drop money into the safe
- _____ Prepare for closing
- _____ Follow-up on security
- _____ Complete or verify HACCP Log
- _____ P.M. closing duties have been started

Evaluating the Shift

- _____ Sales
- _____ Guest relations
- _____ Speed of Service
- _____ Employee coaching and development
- _____ Product waste
- _____ Rush Readiness accomplishments
- _____ Ready for next shift

Closing the Restaurant

- ☐ Restaurant Closed-Doors Locked
- ☐ Follow-up on security
- ☐ Close-Out P.M. cashiers
- ☐ Complete bank deposit
- ☐ Post figures on Daily Cash Report
- ☐ Complete P.M. section of the report
- ☐ Check on crew closing duties
- ☐ Inspect each station
- ☐ Fryer inspection
- ☐ Mgr Closing Responsibility
- ☐ Complete all paperwork/tasks
- ☐ Inspect entire restaurant
- ☐ Leaving the Restaurant
- ☐ Departure

Comments:

Date	Time	Location	Weather	Wind	Temp	Humidity	Pressure	Visibility	Clouds	Precip	Remarks