|  |  |  |  |
| --- | --- | --- | --- |
| **Location:** |  | **General Manager:** |  |
| **Week Ending:** |  | **Period:** |  |

|  |
| --- |
| **(1) SALES** |

|  |  |  |  |
| --- | --- | --- | --- |
| **Wkly. Goal** | **Wkly. Actual** | **P.T.D. Budget** | **P.T.D. Actual** |
| Sales: |  | Sales: |  | Sales: |  | Sales: |  |
| Cust. Count: |  | Cust. Count: |  | Cust. Count: |  | Cust. Count: |  |
| Chk. Avg.: |  | Chk. Avg.: |  | Chk. Avg.: |  | Chk. Avg.: |  |

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| --- |
| **(2) SALES COMMENTS** |

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| --- | --- |
| Restaurant Related: |  |
| Bar Related: |  |
| Banquet Related: |  |

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| **(3) FOOD PRODUCT COMMENTS**  |  |
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| --- | --- |
| **(4) CURRENT FOOD COSTS**  |  |
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| **(5) RECOMMENDED SPECIALS FOR THE WEEK** |  |
| Monday |   |
| Tuesday |   |
| Wednesday |   |
| Thursday |   |
| Friday |   |
| Saturday |   |
| Sunday |  |

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| --- | --- |
| **(6) BAR PRODUCT COMMENTS**  |  |
| Current Beverage Cost: |  |

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| --- | --- | --- | --- | --- |
| **(7) STAFF REVIEW** |  |  |  |  |
| **Service Staff:**  |   |  | **Total Hours** |  | **% Cost** |
| Wait Staff: |   |  |   |  |   |
| Host/Hostess: |   |  |  |  |  |
| Bar Staff: |   |  |  |  |  |
| Bussers: |   |  |  |  |   |
| Other: |  |  |  |  |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Kitchen Staff:** |   |  | **Total Hours** |  | **% Cost** |
| Line Cooks: |   |  |   |  |   |
| Prep: |   |  |  |  |  |
| Dish: |  |  |  |  |  |

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| --- | --- |
| **(8) CURRENT TTL LABOR COSTS**  |  |
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| --- | --- |
| **(9) WEEKLY PRIVATE PARTY SCHEDULE**  |  |
|  |

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| --- | --- |
| **(10) EVENT ORDERS RECEIVED/PENDING** |  |
|  |

|  |  |
| --- | --- |
| **(11) UPCOMING MARKETING, PROMOTIONS & EVENTS** |  |
|  |

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| --- | --- |
| **(12) REPAIR & MAINTENANCE ITEMS**  |  |
|  |

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| --- | --- |
| **(13) WEEKLY “PLAN OF ACTION”–PRE-SHIFT TOPICS TO DISCUSS** |  |
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| --- | --- |
| **(14) KEY STAFF GOALS (Training Items)** |  |
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| **(15) MANAGER GOALS & ASSIGNMENTS** |
| General Manager: |  |
|  |
| Assistant: |  |
|  |
| Assistant: |  |
|  |
| Kitchen Manager (Chef) |  |
|  |