|  |  |  |  |
| --- | --- | --- | --- |
| **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** |

|  |  |
| --- | --- |
| 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: |  | |  |  |  |  |

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| --- | --- | --- | --- | --- | --- | --- |
| **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** |  |
|  | |

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

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

|  |  |
| --- | --- |
| **(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) | | |  |
|  | | | |