

## Schedule Tier 2

Week 5 Thursday - Close	Friday - Close	Saturday - Close	Sunday - Close	Monday - off	Tuesday - off	Wednesday - Close
Week 6 Thursday -Open	Friday -Open	Saturday -Open	Sunday -Open	Monday - off	Tuesday - off	Wednesday -Open
Week 7 Thursday - Close	Friday -Open	Saturday -Open	Sunday -Close	Monday - off	Tuesday - off	Wednesday -Close

Schedule Tier 2

Week 8 Thursday -Open	Friday -Open	Saturday -Open	Sunday - Close	Monday - off	Tuesday - off	Wednesday -Close

Items to incorporate into the schedule. Some will be done daily, a couple times a week, or once a week				
Daily	2-3 times a week	1-2 times a week	Once a week	EOW
<ul style="list-style-type: none"> <li>-Print Manager's pocket rocket</li> <li>-Review store emails</li> <li>-Checklist @ 11,2,4,8, CL</li> <li>-Matrix Checklist@11 &amp; 4</li> <li>-Review OT</li> <li>-Sign production Guides</li> <li>-Complete Duty Rosters</li> <li>-Review Staffing needs</li> <li>-Table Touches/ SMG</li> <li>-Walking the Bars</li> </ul>	<ul style="list-style-type: none"> <li>-Review Schedules</li> <li>-Set up interviews</li> <li>-GC on the Go Orders</li> </ul>	<ul style="list-style-type: none"> <li>-McLane orders</li> <li>-US Foods Orders</li> <li>-Produce Orders</li> <li>-Review eLearning</li> <li>-Receive McLane, US foods, and Produce orders</li> </ul>	<ul style="list-style-type: none"> <li>-Conduct interviews</li> <li>-Post Schedules</li> <li>-Complete ROIP review</li> <li>-Walking the Bars</li> </ul>	<ul style="list-style-type: none"> <li>-Food Cost Inventory</li> <li>-Invoices</li> <li>-Payroll</li> <li>-eLearning MIT surveys</li> <li>-Meet with TM</li> </ul>