

Daily Management Routine

Instructions: Use this as a tool to help you establish Daily Management Routines. Use the Notes column for your comments. Remember these are general best practices. Make adjustments according to the routines established in your current restaurant.

Daily Management Pre-Opening Routine		
Time	Tasks	Notes
All Day	<ul style="list-style-type: none"> <input type="checkbox"/> Every 30 minutes complete: <ul style="list-style-type: none"> ➤ Check all bars to ensure that everything is placed according to the bar diagram. ➤ Restroom Checks <input type="checkbox"/> Cash Pulls completed a minimum of every hour. <input type="checkbox"/> Ensure safe drops are being done at register. <input type="checkbox"/> Check that trash runs are occurring. <input type="checkbox"/> Ensure that clean as you go is in place, especially the floors and worktables. <input type="checkbox"/> Ensure that the GC On The Go stations is set up and ready to receive and produce orders. <input type="checkbox"/> Check that tablets are charged and ready to go. <input type="checkbox"/> Manage breaks throughout the day. <input type="checkbox"/> Assign Duty Roster assignments at beginning of each shift. <input type="checkbox"/> Assign appropriate Co-worker Checklist Opening, Running & Closing duties at start of each shift. <input type="checkbox"/> Do at least 5 Table Visits with each dining room walk-through (minimum of 5 times per meal period.) <input type="checkbox"/> Complete figure 8's thru all areas of the restaurant <input type="checkbox"/> Greet all Co-workers and check uniform compliance. <input type="checkbox"/> Verify Co-worker staffing, making adjustments as necessary. 	
Pre-Opening Check	<ul style="list-style-type: none"> <input type="checkbox"/> Drive around restaurant. <input type="checkbox"/> Print Manager's Shift Card <input type="checkbox"/> Verify any Off Premise orders for the day <input type="checkbox"/> Conduct Pre-opening check: <ul style="list-style-type: none"> <input type="checkbox"/> Restrooms are clean <input type="checkbox"/> Floors are clean <input type="checkbox"/> Tabletops are clean, aligned, and correctly set <input type="checkbox"/> Lighting is on <input type="checkbox"/> No light bulbs are burned out <input type="checkbox"/> Blinds are open <input type="checkbox"/> Line area is clean, organized, and welcoming <input type="checkbox"/> Bars and sneeze guards are clean 	

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	<input type="checkbox"/> Bar labels are up and are accurate	
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Pre-Opening Check (cont.)	<input type="checkbox"/> Remove or add any meats required for both the smoker and the cook & hold <input type="checkbox"/> Entry way including exterior doors are clean <input type="checkbox"/> Remove old food from all walk in and reach in coolers. <input type="checkbox"/> Walk through the entire restaurant. <input type="checkbox"/> Make notes on closing from previous night.	
1 1/2 hours before opening	<input type="checkbox"/> Check reservation book for any special events. <input type="checkbox"/> Confirm that the following dish room tasks are completed: <ul style="list-style-type: none"> ➤ Dish machine is set up. ➤ Dish machine temperature is correct. ➤ Three compartment sink is set up. ➤ Sink and Surface Cleaner and Sanitizer solution is properly calibrated at .27-.55 fl. oz./gallon ➤ Dish room area is setup. <input type="checkbox"/> Complete Production Guide inventory, if not completed the night before. <input type="checkbox"/> Modify Production sheets based on latest inventory. <ul style="list-style-type: none"> ➤ Make adjustments to UP 100 if needed. ➤ Ensure speed racks are set up for meal period. <input type="checkbox"/> Remove old food items from walk-in and reach-in cooler. <input type="checkbox"/> Plan for all prepped or leftover food using the Leftover Chart. Best practice: Use by 11:30 am. <input type="checkbox"/> Review production expectations and amounts with every Co-worker. <input type="checkbox"/> Review any Off the Premise Orders for the day with Co-workers. <input type="checkbox"/> Assign Duty Roster assignments and Running Checklist duties.	

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	<input type="checkbox"/> Sanitation: <ul style="list-style-type: none"> ➤ All sanitation buckets are set up with towels. ➤ Buckets are clearly labeled in each department/workstation. <input type="checkbox"/> Test produce wash calibrate at 1:170 to 1:128 dilution ratio. <input type="checkbox"/> Tape test strip to Manager's Log, if applicable. <input type="checkbox"/> Calibrate fryers and grills.	
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1 hour before opening	<input type="checkbox"/> Verify safe. <input type="checkbox"/> Put cash drawers out. <input type="checkbox"/> Order change if needed. <input type="checkbox"/> Verify GC On The Go is set up and ready. <ul style="list-style-type: none"> ➤ Staging Station in the FOH ➤ Assembly Area in BOH ➤ Check Cambro and in staging stations. <input type="checkbox"/> Verify dedicated assembly area for GC On The Go in the BOH is set up and ready.	
30 minutes before opening	<input type="checkbox"/> Hold a quick pre-shift meeting with all the departments. <input type="checkbox"/> Verify that you have assigned a co-worker monitoring the delivery tablets and register for incoming orders. <input type="checkbox"/> Check all bars to ensure that everything is placed according to the bar diagram. <input type="checkbox"/> Complete Temperature Log. <input type="checkbox"/> Perform 11:00 am Sanitation Walk-Through form. <input type="checkbox"/> Verify all bars are labeled properly. <input type="checkbox"/> Perform 11:00 am Bar Check. <input type="checkbox"/> Begin Matrix checklist and complete by opening.	
Opening through first meal period	<input type="checkbox"/> Manage the transition from breakfast to lunch/dinner. <input type="checkbox"/> Manage food production. <input type="checkbox"/> Monitor: <ul style="list-style-type: none"> ➤ Food warmers ➤ Fried foods ➤ Grill levels 	
1:30 -2:00 pm	<input type="checkbox"/> Complete Temperature Log. <input type="checkbox"/> Complete 2:00 pm Sanitation Walk-Through form.	

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2:00 - 3:30 pm	<input type="checkbox"/> Manage breaks. <input type="checkbox"/> Verify Duty Roster assignments have been completed <input type="checkbox"/> Check lobby and parking lot. <input type="checkbox"/> Work on orders and any projects. <input type="checkbox"/> Manage labor by sending Co-workers home early as needed.	
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2:00 - 3:30 pm	<input type="checkbox"/> Work on orders and any projects. <input type="checkbox"/> Manage the organization and cleanliness of: <ul style="list-style-type: none"> ➤ Reach-in <u>and</u> Walk-in freezers/refrigerators ➤ Dry storage ➤ Meat prep areas 	
3:30 – 4:00 pm	<input type="checkbox"/> Ensure bar labels and signage is in place. Remember to check for promotional bar labels and signage too. <input type="checkbox"/> Complete inventory. <input type="checkbox"/> Verify production levels are complete for the Bakery and Cold Prep and that Production Guides are completed. <input type="checkbox"/> Modify Production sheets based on latest inventory, today's business patterns, and special events. <input type="checkbox"/> Complete Temperature Log. <input type="checkbox"/> Assign evening Duty Roster assignments and Running Checklist duties. <input type="checkbox"/> Prepare for Dinner transition.	
4:00–5:00 pm	<input type="checkbox"/> Complete 4:00 pm Sanitation Walk-Through form. <input type="checkbox"/> Complete 4:00 pm Matrix check <input type="checkbox"/> Perform at least 5 Table Visits with each dining room walk-through (minimum of 5 times per meal period.) <input type="checkbox"/> Complete Temperature Log. <input type="checkbox"/> Verify GC On The Go is set up and ready. <ul style="list-style-type: none"> ➤ Staging Station in the FOH ➤ Assembly Area in BOH ➤ Check Cambro and in staging stations. <input type="checkbox"/> Check Production Guides for next day. <input type="checkbox"/> Check prep and freezer pulls.	

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5:30 – 7:30 pm	<input type="checkbox"/> Check on all staff – FOH and BOH. Manage buffet upkeep and cleanliness. <input type="checkbox"/> Manage food production. <input type="checkbox"/> Monitor: <ul style="list-style-type: none"> ➤ Food warmer ➤ Fried foods ➤ Food production 	
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7:30 – 8:00 pm	<input type="checkbox"/> Manager calls production for cooking of all food items. <input type="checkbox"/> Audit food warmers <input type="checkbox"/> Check Cook-and-Hold oven products for next day's use. <input type="checkbox"/> If you are not closing, verify food warmer levels and complete production guide inventories with Training Manager before leaving. <input type="checkbox"/> Complete 8:00 pm Sanitation Walk-Through form.	
8:00 - 8:30 pm	<input type="checkbox"/> Confirm Duty Roster and Running Checklist assignments are being completed. <input type="checkbox"/> Verify GC On The Go is set up and ready. <ul style="list-style-type: none"> ➤ Staging Station in the FOH ➤ Assembly Area in BOH ➤ Check Cambro and in staging stations. <input type="checkbox"/>	
8:30 - 10:00 pm	<input type="checkbox"/> Confirm all Co-workers have gone on break. <input type="checkbox"/> Break down extra cash drawers. <input type="checkbox"/> Make sure that all GC On The Go Orders have been picked up and paid before closing out. <input type="checkbox"/> Walk through entire restaurant every 15 minutes. <input type="checkbox"/> Verify pre-closing has started and check the productivity of all Co-workers.	

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10:00 pm —	<ul style="list-style-type: none"><input type="checkbox"/> Complete closeout and checklists:<ul style="list-style-type: none">➤ Co-worker checklist for Closing<input type="checkbox"/> Confirm that Co-workers have completed:<ul style="list-style-type: none">➤ Duty Roster assignments➤ Check restrooms to ensure all Guests have departed.➤ Water in wells<input type="checkbox"/> Secure Cash<input type="checkbox"/> Organize Office<input type="checkbox"/> Check out all Co-workers	
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