

## Managing Duty Rosters

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Duty Rosters help us to keep our restaurants clean and efficient by providing detailed cleaning assignments on a daily basis. A great way to think about duty rosters is that “Duty rosters are not designed to clean the restaurant. They are designed to keep the restaurant from getting dirty.”

Each restaurant is different regarding when they assign these detailed cleaning duties. Business patterns, Managers, Co-worker schedules, the difficulty of the task, and the frequency they need to be completed, all play an important part in creating an effective Duty Roster. Ask Co-workers who work in the areas for their input. This will gain buy-in and engagement from them later when the duties need to be completed. Make sure that you inspect the jobs assigned to each Co-worker daily. If you don't inspect, then the Duty Roster just becomes a piece of paper and increases the probability that tasks won't be completed since no one is checking.

### **Managing Duty Roster Best Practices:**

- Communicate the daily Duty Roster assignments and times frames with your Co-workers.
- Complete tasks on days when they will not significantly increase your labor.
- Complete specific equipment maintenance on nights when the Manager responsible for that area is closing. This helps with training specific equipment and the expectations of the Manager responsible for that area.
- Complete Duty Roster assignments a minimum of once a week, not as everyday tasks. Everyday tasks should be trained as part of normal closing or running duties.