

Tue

1

January

New Year's Day

DECEMBER						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

JANUARY 2013						
Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

FEBRUARY						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	

TODAY IN HISTORY

1995 Last "Far Side" by cartoonist Gary Larson (started 1980)

TOMORROW'S SCHEDULE CHECKED FOR CHANGES/OPPORTUNITIES

SHIFT AT A GLANCE
High Level Overview Of What Happened Today

Initials Initials Initials Initials Initials

SHIFT	AM	THUMBS UP	THUMBS DOWN	AM FOOD	AM SVC BAR	DAY TOTAL
	PM	THUMBS UP	THUMBS DOWN	AM BAR FOOD	AM BAR	WTD TOTAL
	WEATHER	f	d d	PM FOOD	PM SVC BAR	MID TOTAL
	COOK TIMES	e	T	PM BAR FOOD	PM BAR	AM GUEST #
LEGAL DRINKING AGE BIRTHDATE			Jan 1, 1992	FOOD TOTAL	BAR TOTAL	PM GUEST #

TEMP CHECK	AM	FREEZER 1	FREEZER 2	WALKIN 1	WALKIN 2	WALKIN 3	WALKIN 4	LINE 1	LINE 2	LINE 3	LINE 4	LINE 5	BAR 1	BAR 2
	PM	0	0	0	0	0	0	0	0	0	0	0	0	0

REPAIR & MAINTENANCE
Repairs, Scheduled Maintenance, Parts Ordered, etc

Initials Initials Initials Initials Initials

COMMLOG MANAGER LOG
BASIC FORMAT
8.5" X 14"

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FOOD / BEV / SUPPLY
To Be Ordered, 86 Items, Vendor Issues, etc

Initials Initials Initials

FOOD SAFETY TIP

Store - For best quality, store frozen raw ground meats no longer than 3 to 4 months; cooked meats, 2 to 3 months.

VOICEMAIL / EMAIL / MEMO
Corp Communications, Policy Changes, etc

Initials Initials Initials Initials Initials

FROM	DESCRIPTION	GM	KM	SVC	BAR	MG 1	MG 2
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

INJURY / ACCIDENT
Workers Comp, Guest Incidents, Insurance Issues, etc


Initials Initials Initials Initials Initials

LOST / FOUND
Items Lost, Items Turned In, etc

Initials Initials Initials Initials Initials

Initials Initials Initials Initials Initials

EMPLOYEE ISSUES ☺ ☹
Positive or Negative Performance Issues, etc

 **GUEST SERVICE TIP**

Understanding what items to suggest and pair with an entree complements the entire meal.

Initials Initials Initials Initials Initials

SCHEDULED INTERVIEWS 👍 👎
1st or 2nd Interviews, etc

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ORDERS ☑
To Be Placed, To Be Delivered, etc.

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SHIFT NOTES ✍
Shift Highlights, Shift Overview, etc

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 **TODAY'S QUOTE**

Anger is seldom without an argument but seldom with a good one. Lord Halifax