

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

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

ITEM _____ REPAIR COMPANY _____ PHONE # _____ CONTACTED? YES NO COMPLETED

DESCRIPTION and RESULT _____

ITEM _____ REPAIR COMPANY _____ PHONE # _____ CONTACTED? YES NO COMPLETED

DESCRIPTION and RESULT _____

COMMLOG MANAGER LOG COMBO FORMAT 8.5" X 11"

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

Initials Initials Initials

ITEM _____ SUPPLIER _____ PHONE # _____ CONTACTED? YES NO COMPLETED

DESCRIPTION and RESULT _____

ITEM _____ SUPPLIER _____ PHONE # _____ CONTACTED? YES NO COMPLETED

DESCRIPTION and RESULT _____

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.

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

Initials Initials Initials Initials Initials

NAME _____ TYPE EMPLOYEE CUSTOMER PHONE # _____ MEDICAL ATTENTION NEEDED? YES NO INSURANCE CONTACTED?

DESCRIPTION and RESULT _____

LOST / FOUND
Items Lost, Items Turned In, etc

Initials Initials Initials Initials Initials

ITEM DESCRIPTION _____ CLAIMED YES NO

Initials Initials Initials Initials Initials

EMPLOYEE ISSUES ☺☹
Positive or Negative Performance Issues, etc

NAME	DESCRIPTION				
POSITION	DATE	HOW RESOLVED			
NAME	DESCRIPTION				
POSITION	DATE	HOW RESOLVED			

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

NAME	TIME	CIRCLE ONE FOH BOH	INTERVIEW TYPE	INTERVIEWING MANAGER
NAME	TIME	FOH BOH	INTERVIEW TYPE	INTERVIEWING MANAGER

Initials Initials Initials Initials Initials

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

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"/>

Initials Initials Initials Initials Initials

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

VENDOR	COMPLETED	VENDOR	COMPLETED	VENDOR	COMPLETED	VENDOR	COMPLETED
	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>

Initials Initials Initials Initials Initials

SHIFT NOTES ✍
Shift Highlights, Shift Overview, etc

TODAY'S QUOTE

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

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