JUNE								JULY 2020							AUGUST						
S	M	T	W	T	F	S	Su	Mo	Tu	We	Th	Fr	Sa	S	M	T	W	T	F	S
	1	2	3	4	5	6				**1**	2	3	**4**							1
7	8	9	10	11	12	13	5	6	7	8	9	10	11	2	**3**	4	5	6	7	8
14	15	16	17	18	19	20	12	13	14	15	16	17	18	9	10	11	12	13	14	15
21	22	23	24	25	26	27	19	20	21	22	23	24	25	16	17	18	19	20	21	22
28	29	30					26	27	28	29	30	31		23	24	25	26	27	28	29
														30	31					

Tomorrow's schedule checked
for changes/opportunities/needs ☐

👁 SHIFT AT A GLANCE
High Level Overview Of What Happened Today

Initials	Initials	Initials	Initials	Initials

DELIVERY

	# OF ORDERS	$ SALES
AM		
PM		
TOTAL		

TO GO

	# OF ORDERS	$ SALES
AM		
PM		
TOTAL		

TOTAL

	# OF ORDERS	$ SALES
AM		
PM		
TOTAL		

OPEN MANAGER

MID MANAGER

CLOSE MANAGER

SHIFT SYNOPSIS

	👍 THUMBS UP	👎 THUMBS DOWN
AM		
PM		

🚗 DELIVERY/TO GO ISSUES
Delivery, pickup, curbside, driver notes, etc

Initials	Initials	Initials	Initials	Initials

CUSTOMER NAME | PHONE # ( ) | ORDER # | EMAIL
NOTES | | | MGR INITIALS

CUSTOMER NAME | PHONE # ( ) | ORDER # | EMAIL
NOTES | | | MGR INITIALS

CUSTOMER NAME | PHONE # ( ) | ORDER # | EMAIL
NOTES | | | MGR INITIALS

CUSTOMER NAME | PHONE # ( ) | ORDER # | EMAIL
NOTES | | | MGR INITIALS

💬 CUSTOMER CALLBACKS
Make it a habit to call customers & get feedback on order

Initials

CUSTOMER NAME | PHONE # ( )
CUSTOMER NAME | PHONE # ( )
CUSTOMER NAME | PHONE # ( ) | NOTES
CUSTOMER NAME | PHONE # ( ) | NOTES
CUSTOMER NAME | PHONE # ( ) | NOTES
CUSTOMER NAME | PHONE # ( ) | NOTES

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

Initials	Initials	Initials	Initials	Initials

ITEM	SUPPLIER	PHONE #	CONTACTED?	COMPLETED
			YES NO	☐

DESCRIPTION

🚫 86 ITEMS
Ran out of, spoiled, etc

Initials	Initials	Initials	Initials	Initials

TIME	REASON			NOTES
	☐ RAN OUT	☐ SPOILED	☐ OTHER	
	☐ RAN OUT	☐ SPOILED	☐ OTHER	
	☐ RAN OUT	☐ SPOILED	☐ OTHER	
	☐ RAN OUT	☐ SPOILED	☐ OTHER	
	☐ RAN OUT	☐ SPOILED	☐ OTHER	

Initials	Initials	Initials	Initials	Initials

EMPLOYEE ISSUES
Positive or Negative Performance Issues, etc

NAME   *DESCRIPTION*

POSITION   *DATE*   *HOW RESOLVED*

Initials	Initials	Initials	Initials	Initials

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

ITEM | *REPAIR COMPANY* | *PHONE #* | *CONTACTED?* YES NO | *COMPLETED* ☐

DESCRIPTION

Initials	Initials	Initials	Initials	Initials

SANITATION / SAFETY
Issues identified, resolutions needed, etc.

ITEM | *REPAIR COMPANY* | *PHONE #* | *CONTACTED?* YES NO | *COMPLETED* ☐

DESCRIPTION

Initials	Initials	Initials	Initials	Initials

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

NAME | *TYPE* EMPLOYEE CUSTOMER | *PHONE #* | *MEDICAL ATTENTION NEEDED?* YES NO | *INSURANCE CONTACTED?* ☐

DESCRIPTION

NAME | *TYPE* EMPLOYEE CUSTOMER | *PHONE #* | *MEDICAL ATTENTION NEEDED?* YES NO | *INSURANCE CONTACTED?* ☐

DESCRIPTION

Initials	Initials	Initials	Initials	Initials

SHIFT NOTES
Shift Highlights, Shift Overview, etc

**COMMLOG
DELIVERY / TO GO LOG
8.5" X 11"**

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