



**ALIGN &  
UNIFY 2  
THRIVE**

# GENERAL MANAGER'S PATTERN OF MANAGEMENT

**LOCATION:** \_\_\_\_\_ **MANAGER NAME:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

<b>Daily:</b>	<b>Weekly</b>	<b>Monthly</b>
<ul style="list-style-type: none"> <li>• <b>10:45 – STORE READY FOR BUSINESS!!</b></li> <li>• <b>OFFICE WORK:</b> <ul style="list-style-type: none"> <li>○ Books: Tils out and Audit Pull Tabs</li> <li>○ Fire club (doesn't have to be GM, must get done daily)</li> <li>○ Radiant voice</li> <li>○ Restaurant Guard</li> <li>○ Yelp</li> <li>○ Labor Performa II</li> <li>○ Customer Comments</li> <li>○ Editing Punches</li> </ul> </li> <li>• <b>Pull Tab Auditing</b></li> <li>• <b>PREPARE FOR DINNER</b> <ul style="list-style-type: none"> <li>○ Print roster</li> <li>○ Set up sections and prep for large parties</li> <li>○ Temp out kitchen lines, make sure tools are being used</li> <li>○ Tastings: Sampling of food and bev to crewmembers about 5:45 or before your dinner rush hits.</li> <li>○ Crew Check: Everyone looks professional and ready to go!!</li> <li>○ Parking Lot, Entrance, Lights, Music, Bathroom Checks</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• MANAGEMENT MEETING</li> <li>• Coaching Book</li> <li>• Payroll</li> <li>• Mission statement metrics</li> <li>• Schedules (Checking over department heads excel sheets)</li> <li>• Inventory</li> <li>• BOH &amp; FOH Incentives</li> <li>• Invoices to Dee</li> <li>• Making sure dept. cleaning chores are being done</li> <li>• Walk through entire building as a guest and make sure everything is clean &amp; tidy.</li> <li>• Summer: flowers</li> <li>• Winter: candles</li> </ul>	<ul style="list-style-type: none"> <li>• Coaching Book Review: Department heads to have met with all staff throughout the month and GM to review with them.</li> <li>• Holiday Decorating – Seasonal and Holiday</li> <li>• Paint touch-up/ building repairs</li> <li>• Projects: i.e. new decor, making sure everything up is tastefully and up to date.</li> <li>• First week of every month do coaching books.</li> <li>• Set up weekly BOH &amp; FOH Incentives for the month</li> </ul>

<b>Sunday</b>	<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>	<b>Saturday</b>
11 to Recovery: WORK THE CIRCLE  4-5 PREP FOR DINNER  5-8 (or full recovery): WORK THE CIRCLE	<b>9-12 INVENTORY: Bar &amp; Kitchen</b> <b>FSA ORDER</b> <b>FAX DEE PAYROLL (every other week)</b> <b>CHECK CODED INVOICES&amp; COSTING SHEETS</b> <b>13 WEEK REPORT</b> OFFICE WORK 11 to Recovery: WORK THE CIRCLE 4-5 PREP FOR DINNER 5-8 (or full recovery): WORK THE CIRCLE	<b>8-9 FSA DELIVERY</b> <b>INVOICES TO DEE</b> OFFICE WORK 11 to Recovery: WORK THE CIRCLE Afternoon: Project time 4-5 PREP FOR DINNER 5-8 (or full recovery): WORK THE CIRCLE	<b>SCHEDULES POSTED</b> OFFICE WORK 11 to Recovery: WORK THE CIRCLE Afternoon: Project time 4-5 PREP FOR DINNER 5-8 (or full recovery): WORK THE CIRCLE	<b>FSA ORDER</b> OFFICE WORK 11to Recovery: WORK THE CIRCLE Afternoon: Project time 4-5 PREP FOR DINNER 5-8 (or full recovery): WORK THE CIRCLE	<b>8-9 FSA DELIVERY</b> OFFICE WORK 11 to Recovery: WORK THE CIRCLE Afternoon: Project time 4-5 PREP FOR DINNER 5-9 (or full recovery): WORK THE CIRCLE	11 to Recovery: WORK THE CIRCLE  4-5 PREP FOR DINNER  5-9 (or full recovery): WORK THE CIRCLE



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