



Week of _____ through _____

Management Log

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Temperature Logs Completed	Initial	Initial	Initial	Initial	Initial	Initial	Initial
Verify Daily is complete/accurate. Deposit taken to the bank - if it's Saturday, Sunday or a holiday deposit in night drop	Initial	Initial	Initial	Initial	Initial	Initial	Initial
Toast: Confirm employee time cards and fill out time card reconciliation log for any edits	Initial	Initial	Initial	Initial	Initial	Initial	Initial
Gratshare: Verify Toast and Gratuity solutions tips are the same. Close out day in Gratuity solutions.	Initial	Initial	Initial	Initial	Initial	Initial	Initial
Complete Daily Labor Report - Send to DM	Initial	Initial	Initial	Initial	Initial	Initial	Initial
Emails - Check and respond to all. First and last 10 minutes of each day.	Initial	Initial	Initial	Initial	Initial	Initial	Initial
Pulltabs: Verify game status and make sure all games have been pulled that are at pull target. Document in/out from previous day	Initial	Initial	Initial	Initial	Initial	Initial	Initial
Reply to all Guest feedback: Customer Inquiries, Facebook, Google, Yelp, Toast	Initial	Initial	Initial	Initial	Initial	Initial	Initial
Verify previous days cleaning lists were completed	Initial	Initial	Initial	Initial	Initial	Initial	Initial
Discount rate % of previous day	%	%	%	%	%	%	%
Check Uniform Adherence of Team	Initial	Initial	Initial	Initial	Initial	Initial	Initial

Weekly

Tasks	Initial	Notes
Date and amount of candy vending deposit		Date: _____ Candy Vending Deposit: \$ _____
Check Mail		
Schedules made to budget and posted on Monday 2 weeks in advance		Date Posted: _____
Accurate 13 week completed and emailed to office by Tuesday. What was your ending inventory?		Food: _____ Liquor: _____ Beer: _____ Wine: _____
Review people matter resumes		Great Candidates Names: _____
Count/verify ATM and Petty. Note totals.		Date: _____ ATM: _____ PETTY: _____
Verify advertising is current - Menus, posters, tri fold & flip menus, windows clings, promotional tvs.		Notes: _____
Verify all health and Mast card expirations are current.		Who do you need to follow up with? _____
Promotion/termination/pay rate changes have been filled out, faxed to the office and filed in employees file. Any important information has been documented		Notes: _____
Number of completed Coaching Books this week		Notes: _____
Check employee productivity in toast. Please list top and bottom 3 employees and tip %		Top Emp & tip % _____ Bottom Emp & % _____ 1. _____ 1. _____ 2. _____ 2. _____ 3. _____ 3. _____
Did you have a managers meeting this week? Safety Committee Meeting?		Date for Manager Meeting: _____ Date for Safety Meeting _____
Review adaptive insights.		Notes: _____
Total # of scans on your id scanner for last week.		
Total amount of donations made last week.		Donations: \$ _____ Number of Donations: _____

Farrelli's Temperature & Food Safety Log

	Monday AM/PM	Tuesday AM/PM	Wednesday AM/PM	Thursday AM/PM	Friday AM/PM	Saturday AM/PM	Sunday AM/PM
Food Walk-in: Temperature							
Food Walk-in: Portioned Chicken							
Food Walk-in: Portioned Sausage							
Food Walk-in: Proper cooling - chicken, sausage & meatballs. No condensation on lids of cooked foods							
Bar Walk-in: Temperature							
Bar Cooler: Temperature (bottled beers)							
Bar Cooler: Fruit							
Pizza Make Table: Chicken/Sausage							
Pizza Make Table: Mozzarella							
Pizza Make Table: Ricotta							
App Make Table: Chicken/Taco Beef							
App Make Table: Tomatoes							
App Make Table: Crab Artichoke Dip							
Salad Make Table: Lettuce							
Salad Make Table: Chicken							
Salad Make Table: Ranch							
Server Fridge: Milk							
Server Fridge: Lemons							
Hot Holding: Soups							
Hot Holding: Alfredo							
Hot Holding: Meatballs							
Hand Washing stations: Check for hot water, soap & towels. No obstructions allowed. Proper handwash & glove change must be used at all times.							
Floors need to be swept, all cardboard, garbage and glass needs to be disposed of.							
All counters need to be cleaned and sanitized after each use.							
Sanitize buckets need to be in all service areas							

Week of _____ through _____

Farrelli's Daily Restaurant Cleaning List

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Wipe down all tables, pizza stands, salt, pepper, red pepper shakers & tri fold table stands							
Wipe down lunch and dinner menus							
Wash all trays							
Windex any finger prints/spots on windows							
Clean & stock server fridge							
Wipe down pepsi machine							
Sweep debris off floors							
Wipe down all booths							
Burn ice & clean out ice well							

Weekly

Tasks	Date	Employee Initial & Notes
Detail all chairs (including rails on legs)		
Windex all mirrors and picture frames		
Dust all wood		
Detail game room (sanitize all games, report any broken games)		
Empty, clean and fill all red pepper flake, salt and pepper shakers		
Detail booths top to bottom (including where back and seat meet)		
Detail host stand top to bottom		
Detail all window seals		
Clean glass around all cook lines		
Detail all server station counters and shelves		
Detail all table bases		
Dust ceiling vents (including rest rooms)		
Scrape gum from under all tables		
Detail High-chairs top to bottom report any broken ones		
Dust lights above tables		

Farrelli's Daily Bar Cleaning List

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Wipe down all tables, pizza stands, salt, pepper, red pepper shakers & tri fold table stands							
Wipe down lunch and dinner menus							
Wash all trays							
Windex any finger prints/spots on windows							
Clean & Stock bar fridge							
Wipe down Pepsi machine & soda guns							
Sweep any debris off floors							
Wipe down all booths							
Burn ice & Clean out ice well							

Weekly

Tasks	Date	Employee Initial & Notes
Detail all chairs (including rails on legs)		
Windex all mirrors and picture frames		
Dust all wood		
Detail wood/rails around pulltab, bar, tap tables and fire tables		
Empty, Clean and fill all red pepper flake, salt and pepper shakers		
Detail booths top to bottom (including where back and seat meet)		
Organize/ wipe down pull tab area		
Detail all window seals		
Detail and clean all glass ware mats		
Detail bar server station counters and shelves		
Detail all table bases		
Dust ceiling vents		
Scrape gum from under all tables		
Clean and organize bar walk-in		
Clean all drains in bar		
Detail bar dish washer		
Dust all TVs		
Windex liquor shelves and mirrors behind them		