

**Restaurant Manager -**

Present Ops report	Week1	Week 2	Week 3	Week 4
DT %				
BF %				
Sales				
Sales +/-				
Trans Counts				
T.C +/-				

**Kitchen Manager -**

	Week1	Week 2	Week 3	Week 4
Scorecard Results (monthly)				
Food Cost Spread-				
Records Broken-				
Fries MS				
Top Five items				
Weekly KVS +/- sec				
Areas of opportunity (root causes)				
Actions to resolve = action				
People development in department				

**People Manager -**

	Week1	Week 2	Week 3	Week 4
Scorecard results (Monthly)				
Restaurant hiring needs:				
Number of interviews:				
Number of Crew Trainers:				
Number of OJE's:				
Number of 45 day programmers:				
Number of people hired:				
Number of applicants looking for:				
Payroll % Week				
MTD				
Opportunities				
People in development in department:				

**Guest Services -**

	Week1	Week 2	Week 3	Week 4
Scorecard results (Monthly)				
Weekly TTL				
+/- seconds				
FC Expo times				
+/- seconds				
Mystery Shop Results:				
Fast, Friendly, Accurate				
Areas of opportunities = Action plan to improve				
Root causes:				
Customer Concerns:				
Cash +/-				
Who				
New promotions:				
Targets:				
UPTs				
People development in department				

**Restaurant Manager -**

	Week1	Week 2	Week 3	Week 4
M & R (anything new)				
Have had repaired				
Safety and Security				
Shift management development-				
who is in 120 program				
Retention- Number turned over				
Who-				
Why-				

**Third Shift-**

	Week1	Week 2	Week 3	Week 4
Sales-				
Labor				
TTL				
+/-				
People				
Insurance / Accidents -				
Operations -				
Dates to Remember -				