



Bench Planning Worksheet

Store #: _____ GM: _____ Month: _____

Weekly Sales Target (From Prime Profit Sheet): _____

DayPart	Ideal	Actual	Need	Turnover	
Total Team					
A Openers	4			Employees Hired Previous Month	
B Closers	4			Employees Termed Previous Month	
C Midday				Hired vs Termed Variance +/-	
D Night					
E Weekend					
P Porter					

***Total Team Ideal should be Weekly sales Divided by 1,000 *Draw a line through termed employees**

Assistant Manager	Servsafe Expires	Weekly Inventory	Truck Orders	Schedules	Hiring	90 Day Cultivate	Ready for GM Role**
Shift Lead	Hire Date	Servsafe Expires	DayPart	Shift Lead Class	BKU/Script Certified	90 Day Cultivate	Termed in Ultipro
Manager in Training	Hire Date	Servsafe Complete	Manager Book	Shift Lead Class	BKU/Script Certified	90 Day Cultivate	Target End Date

**Ready for GM Role: 100% certified through all processes and completed GM Track Training

