

Your GAME PLANNER for Month _____ Week _____

Weekly Goals:

Weekly sales goal: \$ _____	<input checked="" type="checkbox"/>
Weekly SOS goal: _____	
Number of interviews: _____	
Number of new hires: _____	

Training Plans:

Orientation / BK Link	<input checked="" type="checkbox"/>

Communication:

Marketing plans / contests	<input checked="" type="checkbox"/>

Travel Path

- Drive-Thru Area:**
- Order taking process 100%
 - Menu Board & POP correct
 - OCU functioning properly
 - D/T lane & area clean
 - Landscaping clean and free of debris
 - D/T window / frame clean
 - SOS standards met
 - Product Quality and Temperature correct
- Outside:**
- Verify 7 x 7 is done daily?
 - Any maintenance issues?
- Customer Area:**
- Lobby / Dining Area / Vestibules
 - Yellow Restroom Caddy
 - Restrooms 6 every 30 complete
 - Playground Area clean
- Observe your Team:**
- Team member appearance good
 - Friendly: Greet, Complete & Repeat
 - Staffing levels correct & team hustle
- Food Safety:**
- Food Safety Top 12
 - Quality Checklists completed
 - Hand washing procedures observed
- Kitchen:**
- Overall cleanliness & maintenance
 - All equipment functioning 100%
 - Procedures utilized properly
 - Safety
 - Repairs / Maintenance
- HOSPITALITY systems check**

Meetings & Deadlines:

P&L review / manager meeting	<input checked="" type="checkbox"/>

Things To Do:

Special cleaning / repairs	<input checked="" type="checkbox"/>

Shallow Dive

- Guest Service:** Courteous greeting, please & thank you, polite send-off.
- Dining Area:** Table touches & acts of kindness, drink station/condiment areas clean, table tops & chairs clean, floors clean & safe.
- Restrooms:** Six in 30: Walls, floors, toilets, dispensers, sink, trash
- Exterior:** Parking lot litter free, drive-thru lane free of litter, drive-thru windows clean.

5:00	6:00	7:00	8:00	9:00	10:00	11:00	12:00	1:00	2:00	3:00	4:00	5:00	6:00	7:00	8:00	9:00	10:00	11:00	12:00	
Open Ops Checklist	Shallow Dive	Shallow Dive	Shallow Dive	Shallow Dive	Pre-Lunch Checklist	Shallow Dive	Shallow Dive	Shallow Dive	Shallow Dive	Shallow Dive	Shift Ops Checklist	Shallow Dive	Shallow Dive	Shallow Dive	Shallow Dive	Shallow Dive	Shallow Dive	Shallow Dive	Shallow Dive	Close Ops Checklist
Grade Close	FS Top 12 & Temp Ck.	7X7 Zone Duties	Pull / Thaw / Prep	Plan Lunch Staff & Pos	4-Hr Cleaning	FS Top 12 & SOS Tracker	Table Touches	Zone Duties Cash Skims	4-Hr Cleaning	SOS Tracker Staff & Pos	Zone Duties Check Prep	FS Top 12 & Temp Ck.	4-Hr Clean	Cash Skims	Zone Duties SOS Tracker	Track Waste	4-Hr Clean	Food Safety Top 12	Verify Safe	