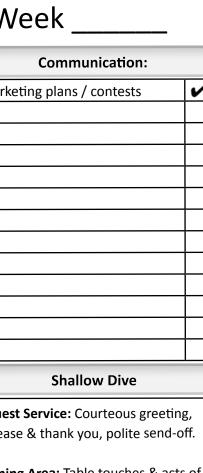
Your GAME PLANNER for Month

Weekly Goals:		Training Plans:		
Weekly sales goal: \$	~	Orientation / BK Link	~	Marketi
Weekly SOS goal:				
Number of interviews:				
Number of new hires:				
	+			
Meetings & Deadlines:		Things To Do:		
P&L review / manager meeting	~	Special cleaning / repairs	~	Guest S
				please
				Dining
				kindne
				areas c
				clean, f
	+			Restro
	+			toilets,
				Exterio
				drive-t

Week



rea: Table touches & acts of s, drink station/condiment ean, table tops & chairs oors clean & safe.

ms: Six in 30: Walls, floors, dispensers, sink, trash

: Parking lot litter free, ru lane free of litter, drivendows clean.



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

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	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		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

Print weekly work schedule on reverse side