



RESTAURANTHUB TOMORROW'S SUCCESS STARTS TODAY.

- The aim of following the strategy of tomorrow's success starts today is to avoid bottlenecks during the next day of trading.
- The question I ask myself is what can I do today to avoid challenges tomorrow?
- The sheet allows you to make a specific person responsible for a task and that the soonest a person can sign off the sheet then that responsibility has been completed.
- The sheet can be adapted to include or exclude items that are more or less important to the user.

RESTAURANTHUB TOMORROWS SUCCESS STARTS TODAY		
ACTION TO BE TAKEN	PERSON RESPONSIBLE	CONFIRMATION
DEFROSTING DONE		
STOCK ROTATION DONE		
FIFO CONSIDERED		
GAS CHECKED		
URGENT ORDERS NOTED		
URGENT PREP FOR THE NEXT MORNING NOTED		
URGENT EQUIPMENT MAINTENANCE CONSIDERED		
HANDYMAN/SPECIALIST NOTIFIED		
STAFF ABSENTEEISMS NOTED		
BOOKINGS FOR THE NEXT DAY CONSIDERED/CONFIRMED		
FLOAT CHECKED AND SUFFICIENT		
SHIFT PLANNING CHECKED		
INCENTIVES PLANNED		
SELL BY DATES CONSIDERED		
MATURATION CYCLES CHECKED		
DEFROSTING CYCLES CHECKED		
WASTE CONTROL CONSIDERED CUT DOWN OR APPROPRIATE		
CROCKERY/CUTLERY/GLASSWARE CONSIDERED		
BREAKFAST SET-UP PLANNED		
BREAKFAST PREPARATIONS PLANNED AND ACTIONED		
CLOSING DUTIES DELEGATED		
OPENING DUTIES FOR THE FOLLOWING DAY DELEGATED		
SALES PLAN FOR THE FOLLOWING DAY		
INCENTIVES ON URGENT SELL BY DATE PRODUCTS		
PRODUCTION STAFF PREP ALLOCATIONS		
WAITRON DUTIES ALLOCATIONS		
TRAINING PLAN CHECKED		
WORKSHOPS PLANNED FOR THE NEXT DAY		
ENSURE NOT TOO MANY STAFF ON DUTY		
CHECK WAGES BUDGETS COMPARED TO ACTUALS		
FEEDBACK AND FOLLOW UP RECEIVED BEFORE GOING HOME		