



**BUSINESS MANAGEMENT PLANNER**

# RESTAURANT BINDER

**OPERATE • ORGANIZE • GROW**

This planner belongs to:

## SECTION 1

# RESTAURANT OVERVIEW

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Concept • Branding • Contacts



# Restaurant Info Sheet



| GENERAL INFORMATION              |      |                   |
|----------------------------------|------|-------------------|
| RESTAURANT NAME:                 |      | BUSINESS TYPE:    |
| CUISINE TYPE:                    |      | YEAR ESTABLISHED: |
| OWNER NAME(S):                   |      | GENERAL MANAGER:  |
| LOCATION - CONTACT INFORMATION   |      |                   |
| STREET ADDRESS:                  |      | MAIN PHONE:       |
| CITY:                            |      | SECONDARY PHONE:  |
| STATE:                           |      | EMAIL ADDRESS:    |
| ZIP CODE:                        |      | WEBSITE:          |
| IMPORTANT BUSINESS DETAILS       |      |                   |
| BUSINESS LICENSE NUMBER:         |      |                   |
| HEALTH DEPARTMENT PERMIT NUMBER: |      |                   |
| ALCOHOL LICENSE NUMBER:          |      |                   |
| POS SYSTEM USED:                 |      |                   |
| RESERVATION SYSTEM USED:         |      |                   |
| WIFI NETWORK NAME:               |      |                   |
| WIFI PASSWORD:                   |      |                   |
| OPERATING HOURS                  |      |                   |
| DAY                              | OPEN | CLOSED            |
| MONDAY                           |      |                   |
| TUESDAY                          |      |                   |
| WEDNESDAY                        |      |                   |
| THURSDAY                         |      |                   |
| FRIDAY                           |      |                   |
| SATURDAY                         |      |                   |
| SUNDAY                           |      |                   |
| NOTES                            |      |                   |
|                                  |      |                   |
|                                  |      |                   |

# Daily Specials Planner



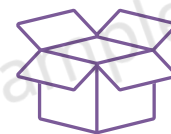
| DATE   | SPECIAL NAME | DESCRIPTION | PRICE |
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# Cash Drawer Count Sheet



|                               |        |              |        |
|-------------------------------|--------|--------------|--------|
| DATE:                         |        | DRAWER #:    |        |
| NAME:                         |        | SIGNATURE:   |        |
| BEGINNING OF SHIFT CASH COUNT |        |              |        |
| TIME:                         |        |              |        |
|                               | AMOUNT |              | AMOUNT |
| \$0.01                        | \$     | \$1.00       | \$     |
| \$0.05                        | \$     | \$2.00       | \$     |
| \$0.10                        | \$     | \$5.00       | \$     |
| \$0.25                        | \$     | \$10.00      | \$     |
| \$0.50                        | \$     | \$20.00      | \$     |
|                               |        | \$50.00      | \$     |
|                               |        | \$100.00     | \$     |
| TOTAL COINS:                  | \$     | TOTAL BILLS: | \$     |
| DRAWER TOTAL:                 |        | \$           |        |
| END OF SHIFT CASH COUNT       |        |              |        |
| TIME:                         |        |              |        |
|                               | AMOUNT |              | AMOUNT |
| \$0.01                        | \$     | \$1.00       | \$     |
| \$0.05                        | \$     | \$2.00       | \$     |
| \$0.10                        | \$     | \$5.00       | \$     |
| \$0.25                        | \$     | \$10.00      | \$     |
| \$0.50                        | \$     | \$20.00      | \$     |
|                               |        | \$50.00      | \$     |
|                               |        | \$100.00     | \$     |
| TOTAL COINS:                  | \$     | TOTAL BILLS: | \$     |
| DRAWER TOTAL:                 |        | \$           |        |
| NOTES:                        |        |              |        |
|                               |        |              |        |
|                               |        |              |        |

# Ingredient Usage Log



| DATE                  | INGREDIENT | STARTING QUANTITY | USED | ENDING QUANTITY |
|-----------------------|------------|-------------------|------|-----------------|
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| WEEKLY USAGE SUMMARY  |            |                   |      |                 |
| MOST USED INGREDIENT: |            |                   |      |                 |
| LOW STOCK ALERTS:     |            |                   |      |                 |
| NOTES                 |            |                   |      |                 |
|                       |            |                   |      |                 |
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# Chef Checklist



DATE:

SHIFT:



## KITCHEN PREPARATION

☐

REVIEW DAILY SPECIALS

☐

CHECK INGREDIENT INVENTORY

☐

REVIEW PREP SHEET

☐

CONFIRM STAFF ASSIGNMENTS

☐☐

## FOOD PREPARATION

☐

PREP INGREDIENTS FOR SERVICE

☐

CHECK FOOD QUALITY AND FRESHNESS

☐

VERIFY PORTION SIZES

☐

ENSURE PROPER LABELING AND STORAGE

☐☐

## KITCHEN MANAGEMENT

☐

MONITOR FOOD PREPARATION

☐

MAINTAIN CLEANLINESS STANDARDS

☐

CHECK EQUIPMENT OPERATION

☐☐☐

## END OF SHIFT

☐

STORE FOOD PROPERLY

☐

COMPLETE KITCHEN CLEANING TASKS

☐

REPORT EQUIPMENT ISSUES

☐☐

CHEF SIGNATURE:

# Sanitation Checklist



DATE:

SHIFT:



## DINING AREA

☐

TABLES CLEANED AND SANITIZED

☐

CHAIRS WIPED DOWN

☐

FLOORS SWEEPED AND MOPED

☐

TRASH EMPTIED

☐☐☐☐

## KITCHEN

☐

PREP SURFACES SANITIZED

☐

COOKING EQUIPMENT CLEANED

☐

FOOD PROPERLY STORED

☐

DISHWASHING STATION SANITIZED

☐☐☐☐☐

## STORAGE AREAS

☐

SHELVES CLEAN

☐

FOOD PROPERLY LABELED

☐

DRY GOODS SEALED

☐☐☐☐

MANAGER SIGNATURE:

# Daily Staff Schedule



| EMPLOYEE NAME | POSITION | SHIFT START | SHIFT END |
|---------------|----------|-------------|-----------|
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| NOTES         |          |             |           |
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# Promotion Tracker

[illegible]

## NOTES





# Thank You

## FOR PREVIEWING!



You've just viewed a sample of this planner.  
The complete version includes even more pages to help you  
**stay organized, plan with confidence, and reach your goals.**

### THE COMPLETE PLANNER INCLUDES:



#### FULL PLANNER

All pages and  
sections  
included



#### THOUGHTFULLY DESIGNED

Organized layouts  
to keep you  
on track



#### PRINTABLE & CONVENIENT

Print as many  
times as you  
need



#### INSTANT DOWNLOAD

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no waiting!



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simplify your life  
and save you time



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