

**\*\*\*Priority Sequence\*\*\***

1. Customer Service
2. Stock & Clean/lines, lobby, restrooms
3. Clean lot, patios, trash cans
4. Sweep & mop
5. Cook

6. Dishes
7. Prep food
8. Weekly cleaning
9. Breaks
10. Phone

**Manager Walks**

**Walk # 1.**                      **Time:** \_\_\_\_\_

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**Walk # 2.**                      **Time:** \_\_\_\_\_

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**Walk # 3.**                      **Time:** \_\_\_\_\_

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**Walk # 4.**                      **Time:** \_\_\_\_\_

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**Walk # 5.**                      **Time:** \_\_\_\_\_

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**Walk # 6.**                      **Time:** \_\_\_\_\_

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Food Waste *(please include item, amount, reason) [no food to be thrown away without being wrote down]...*  
Other, Misc. *(please include names, dates, & times)*

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Date: \_\_\_\_\_ Day Shift or Night Shift \_\_\_\_\_

<b>10:00 a.m.</b>	Thawing Times _____	Holding Times on Line _____
	Red Book _____	Holding Times in Walk In _____
<b>2:00 p.m.</b>	Thawing Times _____	Holding Times on Line _____
	Red Book _____	Holding Times in Walk In _____
<b>7:00 p.m.</b>	Thawing Times _____	Holding Times on Line _____
	Red Book _____	Holding Times in Walk In _____

Viols \$ \_\_\_\_\_ % \_\_\_\_\_

**Walk In Items To Be Checked**

**Torts**

1. Sour
2. Lettuce
3. Green
4. Pizza Sauce
5. Nacho Cheese
6. Green Onions
7. Southwestern Sauce
8. Fiesta Salsa
9. Salsa
10. Veg
11. STK
12. Chicken
13. Peppers
14. Fajita Sauce
15. Santa Fe Sauce

1. 10 1/2
2. 6 1/2
3. 6 1/2 die
4. 11 1/2
5. Flat Bread

Close/Shift Change MIC \_\_\_\_\_

	1	2	3	4	5	6
MIC	AMOUNT					
MIC	AMOUNT					