

Daily Manager Control Sheet

DAVID ARNOLD CULINARY CONSULTANTS

RUN THE SHIFT BEFORE IT RUNS YOU

One page to see the condition of the shift, the exceptions, and the open loops.

DATE

DAYPART

MANAGER

FORECAST SALES/COVERS

WEATHER/EVENT NOTE

1. BEFORE SERVICE - READINESS

☐ Manager walk completed

☐ Food-safety controls verified

☐ Prep supports expected business

☐ HOTS / urgent production under control

☐ Labor positioned for demand and capability

☐ Reservations, parties, specials reviewed

☐ Equipment / maintenance exceptions known

READINESS EXCEPTIONS

2. DURING SERVICE - CONTROL THE DIRECTION

☐ Kitchen stations holding / recovering

☐ Bar and service flow controlled

☐ Guest issues owned and recovered

☐ Product shortages / 86 items communicated

☐ Labor moves made before crisis

☐ Large-party / reservation flow adjusted

SIGNIFICANT SERVICE EXCEPTIONS

3. COST / CASH / LOSS EXCEPTIONS

☐ Waste / overproduction

☐ Remakes / comps / refunds

☐ Voids / discounts / approvals

☐ Cash / deposit variance

☐ Unusual purchasing / product loss

WHAT REQUIRES FOLLOW-UP?

4. CLOSING / TOMORROW

☐ Carryover and rotation reviewed

☐ Tomorrow prep / pars updated

☐ Wants / order list updated

☐ Maintenance items passed forward

☐ Closing quality verified

☐ Handoff completed

TOMORROW'S PRIORITIES

OPEN ITEMS - NOTHING IMPORTANT LIVES ONLY IN SOMEONE'S HEAD

Issue / Exception	Owner	Next Action	Due	Verify	Closed	Notes