[COMPANY LOGO]

Date:_____

Owner's Daily Checklist	
Task	**Initials**
Review Daily Sales Report	
Prepare Cash Deposit and Deposit Slip	
Verify Employee Pay-outs	
Place Orders for Key Inventory Items	
Confirm Labor Adjustments for Tomorrow	
Organize Invoices by Expense Categories	
Coordinate with Kitchen Supervisor for Updates	
Enter Purchases, Payroll, and Sales into KMS	
Adjust Budget in KMS	
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[COMPANY LOGO]

Date:_____

Owner's Weekly Checklist	
Task	**Initials**
Review Key Kitchen Metrics in KMS	
Compare Waste Sheets with Key Item Inventories	
Create and Post Costed Schedule	
Review Weekly Maintenance and Cleaning Schedule	
Conduct Restaurant Walk-through	
Plan and Facilitate Weekly Manager Meeting	
Ensure Completion of All Inventories	
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[COMPANY LOGO]

Date:_____

Owner's Monthly Checklist	
Task	**Initials**
Review Descending Dollar Reports from Vendors	
Develop Budget for Next Month	
Ensure Completion of All Inventories	
Process Payroll Accrual (if necessary)	
Conduct 15-minute All Staff Training and Systems Review	
Hold Financial Review Meeting	
Participate in Employee Evaluation Meeting	
Review and Update Current Systems and Training	
Conduct Full Facilities Walk-through	
Perform Monthly Maintenance & Cleaning	
Prepare and File Sales Taxes	
Process House Charge Reversals	
Conduct Complete Kitchen Operations Evaluation	
Compile Online Reviews for Your Restaurant and Competitors	
Enter or Update Recipes in System	
Facilitate Monthly Manager Meeting (Include Marketing Discussions)	
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[COMPANY LOGO]

Date:_____

Owner's Quarterly Checklist	
Task	**Initials**
Conduct Quarterly Maintenance & Cleaning Check	
Review Payroll Files and I-9 Forms	
Hold Entire Staff Meeting	
Prepare and File Payroll Taxes	
Evaluate Current Advertising and Marketing Strategies	
Conduct One-on-One Meetings with All Staff Members	
Review Upcoming Events	
+	

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Date:_____

Owner's Annual Checklist	
Task	**Initials**
Create Next Year's Budget	
Create 3-5 Areas of Focus	
Review yearly goals for upcoming year	
Review all advertising and media	
Review all contracts & insurance policies	
Prepare & File Taxes	
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