

# MOZAMBIK

## Ballito

Period 15/12/2025 to 21/12/2025

Type of task FOH Manager Daily planner

### Bays and Duties

Question or checkpoint	Mon	Tues	Wed	Thurs	Fri	Sat	Sun
Apron contents checked: 3 pens, notebook, 2 dish cloths, wine opener, lighter, black marker pen, cash float R200, micro fibre cloth	No	No	No	No	Yes	No	No
Attire checked	No	No	No	No	Yes	No	No
Parties or functions today	No	No	No	No	Yes	No	No
Out of stock - suggestion what to offer instead	No	No	No	No	Yes	No	No
Incentive details and prizes	No	No	No	No	Yes	No	No
Rewards and recognition	No	No	No	No	Yes	No	No
Issues encountered	No	No	No	No	Yes	No	No
Today's specials	No	No	No	No	Yes	No	No

### Front of House checklist

Question or checkpoint	Mon	Tues	Wed	Thurs	Fri	Sat	Sun
Are all floors, skirtings and window sills clean?	No	No	No	No	Yes	No	No
Turn on music, right sound level?	No	No	No	No	Yes	No	No
Check toilets, checklist filled in	No	No	No	No	Yes	No	No

### Table setting checklist

Question or checkpoint	Mon	Tues	Wed	Thurs	Fri	Sat	Sun
Set tables corner to corner in a straight line	No	No	No	No	Yes	No	No
Tables must not wobble	No	No	No	No	Yes	No	No
Chairs to be 30cm from table	No	No	No	No	Yes	No	No
Chairs to be straight in reference to other chairs from other tables	No	No	No	No	Yes	No	No
Remove broken chairs	No	No	No	No	Yes	No	No
Booth seats to be cleaned and checked for damages	No	No	No	No	Yes	No	No
Peri-Peri blended and bottles to be refilled	No	No	No	No	Yes	No	No
Sufficient quantities prepared peanuts cones	No	No	No	No	Yes	No	No

**Table setting checklist**

Question or checkpoint	Mon	Tues	Wed	Thurs	Fri	Sat	Sun
Condiment and serviette dispenser to be aligned with the tables in front	No	No	No	No	Yes	No	No
TV's to be hung, cleaned and switched on	No	No	No	No	Yes	No	No
Menus to be cleaned and look presentable	No	No	No	No	Yes	No	No
Water the gardens (if applicable)	No	No	No	No	Yes	No	No

**Office checklist**

Question or checkpoint	Mon	Tues	Wed	Thurs	Fri	Sat	Sun
Paperwork/invoices up to date	No	No	No	No	Yes	No	No
Stock counts done	No	No	No	No	Yes	No	No
Variance report checked	No	No	No	No	Yes	No	No

**Photos (please click hyperlink to view)****Taken**

Section	Question or checkpoint	Link to photo
		<a href="#">View</a>