

# MOZAMBIK

## Ballito

Period 29/12/2025 to 04/01/2026

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	Yes	No	No	No	No	No	No
Attire checked	Yes	No	No	No	No	No	No
Parties or functions today	Yes	No	No	No	No	No	No
Out of stock - suggestion what to offer instead	Yes	No	No	No	No	No	No
Incentive details and prizes	Yes	No	No	No	No	No	No
Rewards and recognition	Yes	No	No	No	No	No	No
Issues encountered	Yes	No	No	No	No	No	No
Today's specials	Yes	No	No	No	No	No	No

### Front of House checklist

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

### Table setting checklist

Question or checkpoint	Mon	Tues	Wed	Thurs	Fri	Sat	Sun
Set tables corner to corner in a straight line	Yes	No	No	No	No	No	No
Tables must not wobble	Yes	No	No	No	No	No	No
Chairs to be 30cm from table	Yes	No	No	No	No	No	No
Chairs to be straight in reference to other chairs from other tables	Yes	No	No	No	No	No	No
Remove broken chairs	Yes	No	No	No	No	No	No
Booth seats to be cleaned and checked for damages	Yes	No	No	No	No	No	No
Peri-Peri blended and bottles to be refilled	Yes	No	No	No	No	No	No
Sufficient quantities prepared peanuts cones	Yes	No	No	No	No	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	Yes	No	No	No	No	No	No
TV's to be hung, cleaned and switched on	Yes	No	No	No	No	No	No
Menus to be cleaned and look presentable	Yes	No	No	No	No	No	No
Water the gardens (if applicable)	Yes	No	No	No	No	No	No

**Office checklist**

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

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

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