

Ballito

Task ref# 11072

Date 05-07-2025

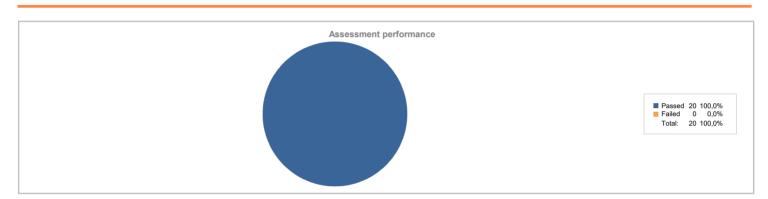
Type of task FOH Manager Daily planner

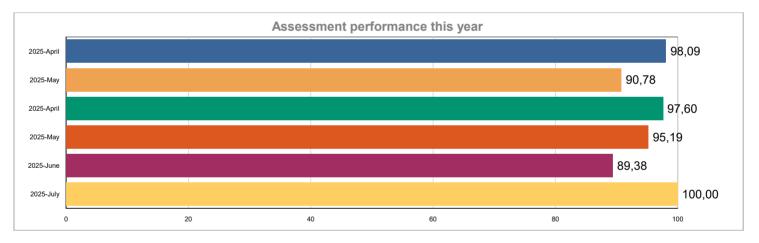
Completed by St Clair-Mulley, Melanie

Time taken 2 mins

Collector Head of Operations

Score 20/20 (100%)





Responses to inspection points

Bays and Duties

Statement	Comment	Weight	Result
Apron contents checked: 3 pens, notebook, 2 dish cloths, wine opener, lighter, black marker pen, cash float R200		1	
Attire checked		1	
Parties or functions today		0	
Out of stock - suggestion what to offer instead	Beer	0	
Incentive details and prizes	R300	0	
Rewards and recognition	5 star well done	0	
Issues encountered		0	
Today's specials		0	

Scoring 2/2

Front of House checklist

Statement	Comment	Weight	Result
Clean all skirtings and window sills		1	
Turn on music		1	
Check toilets, checklist filled in		1	

Scoring 3 / 3

Table setting checklist

Statement	Comment	Weight	Result
Set tables corner to corner in a straight line		1	
Tables must not wobble		1	
Chairs to be 30cm from table		1	
Chairs to be straight in reference to other chairs from other tables		1	
Remove broken chairs		1	
Booth seats to be cleaned and checked for damages		1	
Peri-Peri blended and bottles to be refilled		1	
Sufficient quantities prepared peanuts cones		1	
Salt, pepper and Peri-Peri to be aligned with the tables in front		1	
TV's to be hung, cleaned and switched on		1	
Menus to be cleaned and look presentable		1	
Water the gardens		1	

Scoring 12 / 12

Office checklist

Statement	Comment	Weight	Result
Paperwork/invoices up to date		1	
Stock counts done		1	
Variance report checked		1	

Scoring 3/3

Signature(s)

Store Manager Signed: 04/07/2025 10:38:54

