

### **Ballito**

Task ref# 11184

Date 20-08-2025

Type of task FOH Manager Daily planner

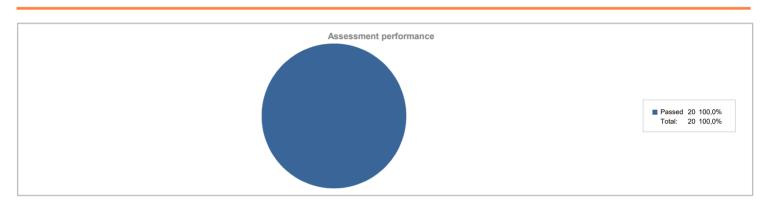
Completed by St Clair-Mulley, Melanie

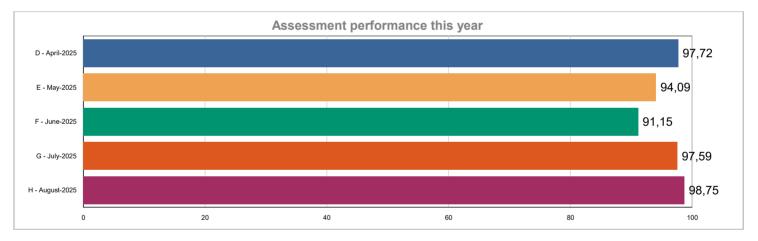
Start time Tuesday 19 August, 2025 06:51:54 End time Tuesday 19 August, 2025 06:55:14

Time taken 4 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, micro fibre cloth |         | 1/1    |        |
| Attire checked  |         | 1/1    |        |
| Parties or functions today  |         | 0/0    |        |
| Out of stock - suggestion what to offer instead   |         | 0/0    |        |
| Incentive details and prizes  |         | 0/0    |        |
| Rewards and recognition   |         | 0/0    |        |
| Issues encountered  |         | 0/0    |        |
| Today's specials  |         | 0/0    |        |

Scoring 2/2

## Front of House checklist

| Statement   | Comment | Weight       | Result |
|---|---------|--------------|--------|
| Are all floors, skirtings and window sills clean? |         | <b>1</b> / 1 |        |
| Turn on music, right sound level?                 |         | 1/1          |        |
| Check toilets, checklist filled in                |         | 1/1          |        |

Scoring 3/3

### Table setting checklist

| tatement  | Comment | Weight         | Result |
|---|---------|----------------|--------|
| Set tables corner to corner in a straight line                              |         | 1/1            |        |
| Tables must not wobble  |         | 1/1            |        |
| Chairs to be 30cm from table  |         | 1/1            |        |
| Chairs to be straight in reference to other chairs from other tables        |         | 1/1            |        |
| Remove broken chairs  |         | 1/1            |        |
| Booth seats to be cleaned and checked for damages                           |         | 1/1            |        |
| Peri-Peri blended and bottles to be refilled                                |         | 1/1            |        |
| Sufficient quantities prepared peanuts cones                                |         | 1/1            |        |
| Condiment and serviette dispenser to<br>be aligned with the tables in front |         | 1/1            |        |
| TV's to be hung, cleaned and switched                                       |         | 1/1            |        |
| Menus to be cleaned and look presentable                                    |         | 1/1            |        |
| Water the gardens (if applicable)   |         | 1/1            |        |
| coring  |         | <b>12</b> / 12 |        |
| fice checklist  |         |                |        |
| atement   | Comment | Weight         | Result |

**Overall score** 

| Statement                     | Comment | Weight | Result |
|-------------------------------|---------|--------|--------|
| Paperwork/invoices up to date |         | 1/1    |        |
| Stock counts done             |         | 1/1    |        |
| Variance report checked       |         | 1/1    |        |
| Scoring                       |         | 3/3    |        |

20 / 20

# Signature(s)

Store Manager Signed: 19/08/2025 06:55:12

