



Ballito

Period	08/09/2025 to 14/09/2025
Type of task	FOH Manager Daily planner

Responses to inspection points

Bays and Duties

	09/09/2025	12/09/2025	13/09/2025	Total
Apron contents checked: 3 pens, notebook, 2 dish cloths, wine opener, lighter, black marker pen, cash float R200, micro fibre cloth	1	1	1	3
Attire checked	1	1	1	3
Incentive details and prizes	0	0	0	0
Issues encountered	0	0	0	0
Out of stock - suggestion what to offer instead	0	0	0	0
Parties or functions today	0	0	0	0
Rewards and recognition	0	0	0	0
Today's specials	0	0	0	0
Total	2	2	2	6

Front of House checklist

	09/09/2025	12/09/2025	13/09/2025	Total
Are all floors, skirtings and window sills clean?	1	1	1	3
Check toilets, checklist filled in	1	1	1	3
Turn on music, right sound level?	1	1	1	3
Total	3	3	3	9

Table setting checklist

	09/09/2025	12/09/2025	13/09/2025	Total
Booth seats to be cleaned and checked for damages	1	1	1	3
Chairs to be 30cm from table	1	1	1	3
Chairs to be straight in reference to other chairs from other tables	1	1	1	3
Condiment and serviette dispenser to be aligned with the tables in front	1	1	1	3
Menus to be cleaned and look presentable	1	1	1	3
Peri-Peri blended and bottles to be refilled	1	1	1	3

	09/09/2025	12/09/2025	13/09/2025	Total
Remove broken chairs	1	1	1	3
Set tables corner to corner in a straight line	1	1	1	3
Sufficient quantities prepared peanuts cones	1	1	1	3
Tables must not wobble	1	1	1	3
TV's to be hung, cleaned and switched on	1	1	1	3
Water the gardens (if applicable)	1	1	1	3
Total	12	12	12	36

Office checklist

	09/09/2025	12/09/2025	13/09/2025	Total
Paperwork/invoices up to date	1	1	1	3
Stock counts done	1	1	1	3
Variance report checked	1	1	1	3

	09/09/2025	12/09/2025	13/09/2025	Total
Total	3	3	3	9