



Ballito

Period	06/10/2025 to 12/10/2025
Type of task	FOH Manager Daily planner

Bays and Duties

	07/10/2025
Apron contents checked: 3 pens, notebook, 2 dish cloths, wine opener, lighter, black marker pen, cash float R200, micro fibre cloth	1
Attire checked	1
Incentive details and prizes	0
Issues encountered	0
Out of stock - suggestion what to offer instead	0
Parties or functions today	0
Rewards and recognition	0
Today's specials	0

**Front of House checklist**

07/10/2025	
Are all floors, skirtings and window sills clean?	1
Check toilets, checklist filled in	1
Turn on music, right sound level?	1

**Office checklist**

07/10/2025	
Paperwork/invoices up to date	1
Stock counts done	1
Variance report checked	1

## Table setting checklist

	07/10/2025
Booth seats to be cleaned and checked for damages	1
Chairs to be 30cm from table	1
Chairs to be straight in reference to other chairs from other tables	1
Condiment and serviette dispenser to be aligned with the tables in front	1
Menus to be cleaned and look presentable	1
Peri-Peri blended and bottles to be refilled	1
Remove broken chairs	1
Set tables corner to corner in a straight line	1
Sufficient quantities prepared peanuts cones	1
Tables must not wobble	1

	07/10/2025
TV's to be hung, cleaned and switched on	1
Water the gardens (if applicable)	1