



Ballito

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

Bays and Duties

	07/10/2025	08/10/2025	10/10/2025	11/10/2025
Apron contents checked: 3 pens, notebook, 2 dish cloths, wine opener, lighter, black marker pen, cash float R200, micro fibre cloth	1	1	1	1
Attire checked	1	1	1	1
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

Front of House checklist

	07/10/2025	08/10/2025	10/10/2025	11/10/2025
Are all floors, skirtings and window sills clean?	1	1	1	1
Check toilets, checklist filled in	1	1	1	1
Turn on music, right sound level?	1	1	1	1

Office checklist

	07/10/2025	08/10/2025	10/10/2025	11/10/2025
Paperwork/invoices up to date	1	1	1	1
Stock counts done	1	1	1	1
Variance report checked	1	1	1	1

Table setting checklist

	07/10/2025	08/10/2025	10/10/2025	11/10/2025
Booth seats to be cleaned and checked for damages	1	1	1	1
Chairs to be 30cm from table	1	1	1	1
Chairs to be straight in reference to other chairs from other tables	1	1	1	1
Condiment and serviette dispenser to be aligned with the tables in front	1	1	1	1
Menus to be cleaned and look presentable	1	1	1	1
Peri-Peri blended and bottles to be refilled	1	1	1	1
Remove broken chairs	1	1	1	1
Set tables corner to corner in a straight line	1	1	1	1
Sufficient quantities prepared peanuts cones	1	1	1	1
Tables must not wobble	1	1	1	1

	07/10/2025	08/10/2025	10/10/2025	11/10/2025
TV's to be hung, cleaned and switched on	1	1	1	1
Water the gardens (if applicable)	1	1	1	1