

# **ACTIVITY REPORT**

Person tasked St Clair-Mulley, Melanie

Date from 01/09/2025 Date to 30/09/2025

### Count sheet calamari

Tasked	Completed	Store	Status
08/09/2025		Ballito	In progress
09/09/2025		Ballito	Scheduled
11/09/2025	12/09/2025	Ballito	In progress
15/09/2025	15/09/2025	Ballito	Admin phase

### **FOH Cleaning schedule**

Tasked	Completed	Store	Status
05/09/2025		Ballito	Scheduled
14/09/2025	14/09/2025	Ballito	Admin phase

# **FOH Manager Daily planner**

Tasked	Completed	Store	Status	
05/09/2025	05/09/2025	Ballito	Admin phase	
09/09/2025		Ballito	Scheduled	

# Freezer log

Tasked	Completed	Store	Status	
14/09/2025	14/09/2025	Ballito	Admin phase	
15/09/2025	17/09/2025	Ballito	Admin phase	

### Kitchen cleaning checklist

Tasked	Completed	Store	Status	
14/09/2025	14/09/2025	Ballito	Admin phase	
15/09/2025		Ballito	In progress	

# Kitchen quality inspection checklist

Tasked	Completed	Store	Status
15/09/2025	17/09/2025	Ballito	Admin phase
22/09/2025		Ballito	Scheduled
29/09/2025	29/09/2025	Ballito	Admin phase

#### **Store Evaluation**

Tasked Completed	Store	Status
------------------	-------	--------

### **Store Evaluation**

Tasked	Completed	Store	Status
06/09/2025		Bulawayo	In progress
09/09/2025	09/09/2025	Hermanus	Admin phase
22/09/2025		Ballito	In progress

# Store Visit

Tasked	Completed	Store	Status
11/09/2025	11/09/2025	Ballito	Scheduled
25/09/2025		Morningside	Scheduled
26/09/2025	26/09/2025	Ballito	Scheduled