

QSR – Duty Manager Checklist

Food & Hospitality

CLEANLINESS AND AMBIENCE

Date of Visit

DATE

2017-01-01

Was the entrance door clean and litter free?

Yes

No

NA

Was the signage at the entrance well lit?

Yes

No

NA

Were the floors stain free?

Yes

No

NA

Were the tables inside the Dine In area neatly maintained?

Yes

No

NA

Were the glass windows clean and free from any smudges?

Yes

No

NA

Was the music playing at a comfortable volume inside the restaurant?

Yes

No

NA

Was the television playing on mute without any inappropriate content?

Yes

No

NA

Was the beverage area clean and adequately stocked with essential items?

Yes

No

NA

Were the ice trays and beverage spouts neatly maintained?

Yes

No

NA

Were the chip racks and purse rails adequately stocked and arranged systematically as per the plan?

Yes

No

NA

Were the refrigerators systematically arranged and stocked with all the essential beverage items?

Yes

No

NA

Was there an availability of fresh coffee which could be instantly served to the customers?

Yes

No

NA

Were the flavored tea beverages freshly prepared and packaged properly with a tight lid?

Yes

No

NA

Was the washroom clean with all the essential items available?

Yes

No

NA

Were the garbage containers overflowing?

☐ Yes☐ No☐ NA

Was the cabinet area clean and clutter free?

☐ Yes☐ No☐ NA

Were the translit, fans, air vents and menu boards clean?

☐ Yes☐ No☐ NA

CORRAL

Is it clean?

☐ Yes☐ No☐ Na

Is it clutter free?

☐ Yes☐ No☐ Na

KITCHEN

Were all the food safety items assessed properly?

☐ Yes☐ No☐ NA

Were the sauce bottles filled completely?

☐ Yes☐ No☐ NA

Were the different varieties of baked breads available?

☐ Yes☐ No☐ NA

Were all the non-consumed breads disposed off the next day?

☐ Yes☐ No☐ NA

Were the bags of Flatbreads and Muffins refrigerated and ready to serve?

☐ Yes☐ No☐ NA

Was there an availability of ready to eat meatballs? Were there any combo offers going on?

☐ Yes☐ No☐ NA

Were different varieties of soup packets available to be prepared and served instantly?

☐ Yes☐ No☐ NA

Was the soup warmer clean and kept in a proper location?

☐ Yes☐ No☐ NA

Was there an enough stock of the accompaniments for the soup?

☐ Yes☐ No☐ NA

Were the cookies kept on display in an appropriate cookie container?

☐ Yes☐ No☐ NA

Were the Egg recipes refrigerated and ready to be served?

☐ Yes☐ No☐ NA

Was the proofer clean and functional?

☐ Yes☐ No☐ NA

Was the microwave oven clean and functioning properly?

Yes

No

NA

Were all the sliced vegetables and spices correctly labelled?

Yes

No

NA

Were the sinks sanitized properly?

Yes

No

NA

Were the food items placed at a higher surface?

Yes

No

NA

LOT

Is at least 1/3 of the lot cleared on a daily basis?

Yes

No

Na

Is the Dt lane cleared daily?

Yes

No

Na

Are the curbs swept clean?

Yes

No

Na

Has the lot been picked up?

Yes

No

Na

Are the sidewalks clean and clean?

☐ Yes☐ No☐ Na

Is the menu swiped clean?

☐ Yes☐ No☐ Na

Is the COD wiped clean?

☐ Yes☐ No☐ Na

MANAGING RECORDS

Were the temperature records completely updated?

☐ Yes☐ No☐ NA

Were the bread items counted on a daily basis?

☐ Yes☐ No☐ NA

Were the weighing instruments clean and operational?

☐ Yes☐ No☐ NA

Were the account deposits mentioned on the register matching with the actual deposits?

☐ Yes☐ No☐ NA

Were all the unit measurements documented properly?

☐ Yes☐ No☐ NA

Did the transactions seem authentic?

☐ Yes☐ No☐ NA

MISCELLANEOUS

Has the pull stock been cleaned?

Yes

No

Na

Is the trash taken care of?

Yes

No

Na

Auditor:

Signature:

SIGNATURE

Day and Date:

RESTROOMS

Have the floors been cleaned?

Yes

No

Na

Have the walls been cleaned?

Yes

No

Na

Have the vents been cleaned?

Yes

No

Na

Have the sinks been cleaned?

Yes

No

Na

Have the toilets been cleaned?

Yes

No

Na

STAFF

Were all the staff members dressed in uniform?

Yes

No

NA

Did the staff greet and welcome the customers entering the restaurant?

Yes

No

NA

Was any upselling/cross-selling done by the staff?

Yes

No

NA

Did the staff provide the invoice to the customers?

Yes

No

NA

STOCKROOM

Have the floors been cleaned and wiped?

Yes

No

Na

Has the rotation been done?

Yes

No

Na

Has the trash been taken out?

Yes

No

Na

Are the boxtops clean?

Yes

No

Na

VATS

Was the filter used for five minutes?

Yes

No

Na

Was the safety gear worn at all times?

Yes

No

Na

WINDOWS

Are 1/3 windows cleaned everyday?

Yes

No

Na

Are the window spots cleaned?

Yes

No

Na

Have the mullions been cleaned?

Yes

No

Na