

MANAGEMENT · WEEKLY REVIEW

Weekly Operations Report

Complete every Monday for the prior week. Share with ownership by EOD.

WEEK / MANAGER / LOCATION

Week of:

Manager:

Completed:

Location:

REVENUE SUMMARY

	Actual	Target	Variance
Total Revenue	\$	\$	\$
Food Revenue	\$	\$	\$
Beverage Revenue	\$	\$	\$
Total Covers			
Avg Check (per cover)	\$	\$	\$

LABOR SUMMARY

	Hours	Labor Cost	% of Revenue
FOH Total		\$	%
BOH Total		\$	%
Management		\$	%
TOTAL		\$	%

OPERATIONAL NOTES

WINS THIS WEEK:

CHALLENGES / ISSUES:

CALLOUTS / ATTENDANCE:

MAINTENANCE / FACILITIES:

PRIORITY ACTION ITEMS FOR NEXT WEEK

1.

2. _____

3. _____

SUBMITTED BY

Manager: _____

Date: _____