

# **Carl's Jr. Organizational Setup**

## **Training Charts, Guides, and Job Aids**

Refer to CKE Training Materials List Completely

and utilize CKE Placement

\* Nothing in Guest View

## **ROS Clipboard Area (2 3ft Boards) - Labeled**

**Above** - ROS BOARD

**Clipboards (6)** - Daily Temperatures, Daily Tracking, QSC Pathing Check,

Weekly Schedule, MBM Order Form, Cash Reconciliation

## **Frontline Area - Must be visible to cashiers**

Scripting Cards on Registers / Combo Lineup / Ingredients Listing

## **Timers - Fryer, Grill, Cooks, GB - Labeled, Taped, and Programmed**

Sensitivity at 5, Shake at 0

## **Centerpost Bins - Matches Picture & Everything Present - Must be Labeled**

Ketchup, Salt, Pepper, Forks, Knives, Spoons, Mustard, Mayo

Croutons, BBQ, Ranch, Honey Mustard, Buffalo, Syrup, Hot Sauce,

## **Drive-Thru Bins - Matches Picture & Everything Present - Must be Labeled**

Ketchup, Napkins, Straws, Creamers, Stir Stix, Straws, Sugar, Sugar Substitutes

## **Safety Organizer - 20in & 3in apart**

Face Shield, Char Gloves, Back Belt, DC Gloves, Apron

## **Office Walls / Bulletin Boards - Mandatory Postings**

Expectations, Labor Matrix, Core Values, Vendors List, Calendar,

Contacts, Paperwork Checklist, Store Information, Borrowed Product Log,

How to deal with Officers & Agents, Power Outage Guidelines, OSHA Log

Emergency Exit Plan

## **Training Area (office) / Bulletin Boards - Mandatory Postings**

Safety Poster, Labor Law Poster, Workers Comp Flyers, Ethics Hotline, Core Values

CKE Training Tracking Poster, Employee of the Month, Employee Manual Binder

## **Office - Above Office Door area**

All Licenses and Permits, Management Food Handlers Cards

## **Office - Binder Manuals**

CKE Training Programs Books, QFM (Inserts - Health Dept, Pest, QA, OA, Temp Logs, Playground Checklist)

## **Filing Cabinet System - At Least 30 Hanging Folders**

**Top** - Tuesday, Wednesday, Thursday, Friday, Saturday, Sunday, Monday,

Invoices, Weekly Paperwork, Training Guides, Employee Training, Extra Forms

**Bottom** - Only Filed Weekly Manila Envelopes

## **Miscellaneous**

2 Wet Floor Signs in good condition & clean

Container for Waste near Charbroiler

Container for Empty Sauce Bags near Charbroiler

Label / Day Dots neatly placed and organized

3 Restaurant Hours Decals on windows

3 Hiring/Ice Decals next to hours

CKE Franchise Plaque, Nutritional Posters



Office Organization – Be Organized, Be Professional & Show Pride



Centerpost & DT– Must have bin for every Condiment & Utensil



Pathing Area – Must be complete and facing out. Verify completion



Bev Bar Setup – Coffee, Tea available at all times. Stocked & Clean



Training Area – (Break Room too) Neat & Clean, Info for entire crew



Smiling Faces & Correct Uniform Standards - \$6 Service to ALL Guests



Cooks Lines – Stocked, Clean, & Easy. Ready for any rush



Storage Organization (Coolers too) – Clean & Neat. Box tops cut