

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

**Clipboards (6)** - Daily Temperatures, Daily Tracking, Open/Closing Checklist,

Weekly Schedule, MBM Order Form, Cash Reconciliation

- |                          |   |
|--------------------------|---|
| <input type="checkbox"/> | ROS-205 Pre-rush Check Frontline.                 |
| <input type="checkbox"/> | WC-022 ROS Board Operation Control Center         |
| <input type="checkbox"/> | ROS-014 Circle Of Influence responsibilities card |
| <input type="checkbox"/> | ROS-201 Closing and Opening Checklist             |
| <input type="checkbox"/> | ROS-206 Pre Rush Checklist                        |
| <input type="checkbox"/> | ROS-209 Changeover Activities check               |

**Frontline Area**

CKE Scripting Cards on Registers / Combo Lineup / Ingredients Listing

- |                          |   |
|--------------------------|---|
| <input type="checkbox"/> | ROS-202 QSC Pathing Clipboard on Counter      |
| <input type="checkbox"/> | WC-068 Hand Scooped Shakes and Malts Assembly |
| <input type="checkbox"/> | WC-069 Hand Scooped Ice Cream Tempering Chart |
| <input type="checkbox"/> | WC-313 Condiment Passout Chart                |

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

Mayo, Mustard, BBQ, Honey Mustard, Buffalo, Ranch, Strawberry Jam,  
Grape Jam, Hot Sauce, Salt, Pepper, Ketchup, Forks, Knives, Spoons

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

Ketchup, Salt, Pepper, Creamers, Stir Stix, Straws, Sugar, Sugar Substitutes

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

- |              |                          |  |
|--------------|--------------------------|--|
| Fry Area     | <input type="checkbox"/> | WC-301 Fry Station Cook-Hold chart               |
|              | <input type="checkbox"/> | WC-306 Fryer Timer Vat Labels                    |
| Grill Area   | <input type="checkbox"/> | WC-322 Breakfast Meat Press Job Aid              |
|              | <input type="checkbox"/> | CT-410 Breakfast Grill Guide                     |
| Char Area    | <input type="checkbox"/> | WC-039 Sour Dough Toasting                       |
|              | <input type="checkbox"/> | WC-334 Meat Positioning Guide                    |
|              | <input type="checkbox"/> | WC-328 Color coded System Aid                    |
|              | <input type="checkbox"/> | WC-061 Bos Production Chart                      |
| Biscuit Area | <input type="checkbox"/> | WC-001 Biscuit Color Chart                       |
|              | <input type="checkbox"/> | WC-003 Convection Oven Cook Times                |
|              | <input type="checkbox"/> | WC-056 Daily Cut Biscuit Chart                   |
|              | <input type="checkbox"/> | CT-403 Biscuit Station Guide                     |
| Prep Area    | <input type="checkbox"/> | WC-021 Tempering Bag Procedures                  |
|              | <input type="checkbox"/> | WC-064 Bacon Preparation Chart                   |
|              | <input type="checkbox"/> | WC-076 Produce Prep Station Job Aid              |
|              | <input type="checkbox"/> | WC-304 Discard Thaw Temper Wallchart             |
|              | <input type="checkbox"/> | WC-343 Chicken Tenders Chart                     |
|              | <input type="checkbox"/> | WC-074 Prep Sink Warning sticker (where applies) |
|              | <input type="checkbox"/> | WC-326 Daily Prep Chart                          |
| Hand Sinks   | <input type="checkbox"/> | WC-309 Handwashing chart                         |

**Safety Station - Next to Chemical Area**

Face Shield, Char Gloves, Fryer Gloves, Back Belt, Apron, Goggles

**Office Entrance Area**

Leadership Doctrine, Scripting Chart

**Office Bulletin Boards - Mandatory Postings**

Expectations, Labor Matrix, Core Values, Vendors List, Calendar,  
Contacts, Paperwork Opening/Closing Checklist,  
How to deal with Officers & Agents, Power Outage Guidelines, OSHA Log  
Emergency Exit Plan, POS Troubleshooting Guide, Borrowed Product Log  
Safety Rules Chart, Ethics Hotline, Core Values, WorkPlace Injury forms  
Guides and Job Aids on Rings, Sexual Anti-Harassment Policy

**Employee Belonging Area**

Hooks to hang Jackets and purses, Labor Law Poster and Workers Comp info above

**Inside Office - Above Office Door area**

All Licenses and Permits, Management Food Handlers Cards, FCC License

**Office - Binder Manuals**

CKE Training Programs Books, QFM - Inserts - Health Dept, Pest, QA, OA, Temp Logs, Employee Manual

**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, marketing  
Bottom - Only Filed Weekly Manila Envelopes

**Miscellaneous**

2 Wet Floor Signs in good condition  
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 Great Deals Decals next to hours  
CKE Franchise Plaque near Counter, Nutritional Posters Near Restroom area  
3 Counterfeit Pens in Registers



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