



2 DAY NEW GM CHECKLIST – Form must be turned into VP and COO

- ☐ Safe Keys and Codes (keys available) Out Going GM Phone Number if Applicable _____
- ☐ Review every Key on Key ring (entrance door key or Allen wrench)
- ☐ Go through files and drawers to see where paperwork etc. is kept and fix any missing files etc
- ☐ Amount of store bank (safe and registers)
- ☐ Location of the bank
- ☐ Who does deposits on regular basis (GM Day Off)
- ☐ Typical coin build to orders (Specific Days)
- ☐ Store deposit slips if applicable/ or Wells Fargo dates.
- ☐ Days and times of food deliveries from MBM
- ☐ Order day for MBM and MBM Code for store
- ☐ Order build to (light truck/heavy truck)
- ☐ Any borrowed product? (in /out)
- ☐ Store currently has enough product until next truck
- ☐ Review incoming truck order (if available)
- ☐ Crew knowledge, schedule deployment (openers, mid shift, dinner shift, and graveyard if 24 hrs.), strengths and weakness.
- ☐ SM's knowledge, schedule deployment (openers, mid shift, dinner shift, and graveyard if 24 hrs.), strengths and weakness.
- ☐ Restaurant base schedule (Amount of people needed per shift)
- ☐ Extra Uniforms needed
- ☐ Store supplies inventory and smallwares inventory (equipment parts etc.)
- ☐ All POP and Postings are up to date and in good shape
- ☐ Music/TV system (volume control etc.)
- ☐ Location of logs for daily numbers, weekly numbers, borrow products ect.
- ☐ Phone numbers for crew and managers.
- ☐ MIHrestaurant.com Passwords (MBM, jobapp, payroll, envision, extranet)
- ☐ Get entered into BOH computer and register system...change any passwords
- ☐ Any equipment issues, facility issues items on Dispatch and resolved
- ☐ Location of the store mailbox (key?) or how does mail come
- ☐ Gas, Electric and Water Mains
- ☐ Lights, hoods etc. power switches
- ☐ Trash pickup days.
- ☐ Crew Meeting introducing GM to Crew and vice versa, explain why change happened and give expectations
- ☐ Conduct QA Critical Checklist to ensure store is on top of QA, review previous QA for any unresolved issues
- ☐ Review Previous OA to ensure issues have been corrected
- ☐ Review previous Health Inspection and make aware of any local deviations.
- ☐ Conduct MIH Audit and make sure we are over 85 on MIH Standards
- ☐ Employees are Food Safe Certified and GM is completely Certified in Food Safety and CKE Certified or scheduled
- ☐ Completely Clean and Organize and treat the store like a new store opening and refresh setup and get them anything they need
- ☐ Review Food Cost and make improvements and review Labor Schedule and ensure they are going to make controls from day one
- ☐ Ensure all employees are properly trained and have reviewed MIH

I attest that all the above is complete and I'm ready to take over full ownership of this restaurant and operate it very successfully!

GM Signature:

Trainer Signature:

RVP Signature: