

Manager Duties by the Hour

10:00 AM	Take Care of the Money	Count drawer Complete previous days deposit Change order if necessary Check with employees for inventory needs if necessary Check if employees are on time	
10:30 AM			
11:00 AM			
11:30 AM			
12:00 PM	Take Care of the Business	Focus on impending lunch rush	
12:30 PM			
1:00 PM		Talk to customers and continuously ticket time for kitchen	
1:30 PM			
2:00 PM		Make payroll related decision based on customer flow.	
2:30 PM	Employee and Business Maintance	Clean up mess from lunch rush.	
3:00 PM		If employees are cut. Give them their closing task	
3:30 PM		Address any employee issues: FOH, BOH, Conversions	
4:00 PM	Closing shifts and preparing for transfer.	Change orders if possible or required.	
4:30 PM		Incoming meeting with Night Servers	
5:00 PM		Complete daily log paperwork	
5:30 PM		Communicate with incoming manager	
6:00 PM	Take Care of the Business	Focus on impending dinner rush	
6:30 PM		Greet Customer	
7:00 PM		Monitor Kitchen Ticket Time	
7:30 PM		Assist in pre-bussing. Talking to Customers	
8:00 PM		Enjoy your employees	
8:30 PM		Coach and issueses	
9:00 PM		Talk to bartender & Kitchen to see if any is necessary	
9:30 PM	Prepare for cleaning	Assissing closing task, daily, and weekly cleaning duties	
10:00 PM	Clean up setup	Assist in cleaning up and monitor	
10:30 PM		Walk to floor to ensure all cleanup task are complete	
11:00 PM	Close up shop	Fix & Finalize Hours. Batch Cards	Count Drawers
11:30 PM		Prepare deposit	Print paperwork & Z report
12:00 AM	Communication with	Text or Leave note for shift	
12:30 AM			

Notes: