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IMPROVING YOUR RESTAURANT'S BOTTOM LINE

12 Easy Steps To Increased Success

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FOR EVERYTHING IT TAKES TO

MAKE GOOD RESTAURANTS GREAT



12 STEPS TO BOTTOM LINE SUCCESS

STEP 10: PRIORITIZE

NOW	GOAL	AFTER

- 1 **Make a list:** Break down your list according to time limits
- 2 **Prioritize:** Which items on your list must be done today, this week, month or this year.
- 3 **Quickies:** Those with the shortest time limits will obviously be put on the top of you list.
- 4 **Evaluate:** Consider how the priorities on your to-do list will affect the list of others.
- 5 **Consider Consequences:** Determine priority by consequences you can or cannot live with
- 6 **Eliminate or Delegate:** Projects or events that always sink to the bottom of the list.
- 7 **Keep One Notebook:** Keep one central list instead of several separate ones.
- 8 **Consolidate:** Personal and work lists to cut down on time spent prioritizing two lists.
- 9 **Unclutter:** Spend a day doing the little things cluttering up your to-do list.
- 10 **Prioritize Once:** Prioritize your list once a week. If it didn't get done, it's still be important
- 11 **Have a Plan:** Start the day with a plan. It help you avoid frustration and stress
- 12 **Use a Planner:** Use a Day- Timer!

“NEVER LET WHAT MATTERS MOST BE AT THE MERCY
OF WHAT MATTERS LEAST”

CLEANING CHECKLIST - KITCHEN & STORAGE

WEEK OF _____

MONDAY

Haul all trash to dumpster
Clean all light fixtures
Clean stainless steel surfaces
Dust & clean all HVAC vents in all rooms
Clean ovens & Alto Shams
Clean fryers & boil out
Clean & organize the service refrigerator
Sweep all floors
Sweep under equipment on line
Clean & disinfect meat cooler
Pull & clean behind equipment on line
Clean inside rotisserie
Clean & scrape grill
Other
Other

TUESDAY

Haul all trash to dumpster
Clean fryers & filter shortening
Clean & wipe all sinks
Scrub kitchen prep walls
Melt down & clean ice bins
Vacuum & sweep all floors
Sweep all floors
Sweep under equipment on line
Pull & clean behind equipment on line
Clean & disinfect prep cooler
Scrub tile walls on line & prep area
Clean reach-in fridge & freezers
Other
Other

WEDNESDAY

Haul all trash to dumpster
Clean filter & grates on all coolers
Defrost & clean ice cream freezer
Clean fryers & filter shortening
Clean kettles & cookers
Clean & organize service refrigerator
Sweep all floors
Sweep under equipment on line
Clean & disinfect meat cooler
Clean inside rotisserie
Clean & scrape grill
Other
Other

THURSDAY

Haul all trash to dumpster
Wipe out reach-in refrigerators
Clean under the sinks
Clean fryers & filter shortening
Clean & wipe all sinks
Clean all hoods & filters
Sweep all floors
Sweep under equipment on line
Clean hood filters & grease catch
Clean & disinfect prep cooler
Scrub tile walls on line & prep area
Sweep & wash rear sidewalks
Other
Other

FRIDAY

Haul all trash to dumpster
Clean fryers & boil out
Scrub kitchen prep walls
Clean kitchen windows
Sweep all floors
Sweep under equipment on front line
Clean reach-in fridge & freezers
Clean & scrape grill
Degrease floor, clean grout
Other

SATURDAY

Haul all trash to dumpster
Clean beer keg & bottle storage area
Clean dry storeroom & metro shelving
Clean fryers & filter shortening
Clean kettles & cookers
Sweep all floors
Sweep under equipment on line
Clean inside rotisserie
Clean & disinfect prep cooler
Scrub tile walls on line & prep area
Clean POS equipment & phones
Wash all walls & doors
Other

SUNDAY

Haul all trash to dumpster
Clean beer keg & bottle storage area
Clean dry storeroom & metro shelving
Clean fryers & filter shortening
Scrub kitchen prep walls
Clean kettles & cookers
Clean POS equipment & phones
Sweep all floors
Sweep under equipment on line
Clean & disinfect meat cooler
Clean hood filters & grease catch
Wash all walls & doors
Other

