

Restaurant Fundamentals

Basic Systems Every Restaurant Should Have

Management

- Break-even awareness
- Budgeted labor schedules
- Realistic food and beverage cost target
- Weekly purchasing budget
- Inventory control
 - Turnover/par levels
 - Key item tracking
 - Weekly inventory valuation
- Weekly prime cost
- Back-office controls
 - DSR balancing (Cash O/S)
 - POS void log
 - Cash on hand balancing; bank deposit procedure
 - Time & attendance tracking
- Opening, Closing and Shift change checklist
- Employee handbook; policies and procedures
- Hiring and training – all positions

BOH

- Order guide
- Prep list
- Product rotation
- Recipe manual; build charts
- Station charts/setup
- Line check
- Menu service time standards
- Opening, Closing and Shift change checklist

FOH

- Station duties/setup
- Steps of service standards
- Properly configured POS system
 - Service and settlement
 - Discount tracking
 - Void control
 - Order requisition printing
- Opening, Closing and Shift change checklist
- Table management system
 - Seating
 - Table turnover procedure
 - Station charts
 - Wait list; reservation procedures
 - Ticket transfer procedures
- Bar management
 - Established par levels
 - Locked inventory
 - Controlled restock
 - Perpetual inventory
 - Defined pour procedures