

CNIC F&B Visitation & Communication Report

OPERATIONAL RECAP

Installation: _____

Region: _____

Activity: _____

Date/Time: _____

COOLER / FREEZER TEMP LOG

(Identify per location and check box if in compliance)

Cooler/Freezer	Temp	Log	Cooler/Freezer	Temp	Log	Cooler/Freezer	Temp	Log
_____	_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____	_____

PRODUCT QUALITY & EXECUTION				ATTENTION	
				Exceeds Expectation	Meets Expectation
				Needs Attention	
1. Product properly prepped, labeled and dated					
2. Product properly thawed per standards					
3. Product prepared according to written procedures / Cost Cards					
4. Product cooked and served at proper internal temp/thermometer					
5. Finished product served matches build sheets-proper eye appeal					
6. Pull and Prep appropriate for volume					
7. All products being used are per Order Guide/Cost Card specs					
8. Ingredient items purchased from Brand Contractor/Prime Vendor					
CUSTOMER SERVICE					
9. Service is fast/friendly/efficient avg. ticket time meets standards					
10. Manager is participating during peak service hours					
11. Suggestive upselling by cashier					
12. Staffing levels are adequate for sales & service needs					
SANITATION & CLEANLINESS					
13. Proper uniforms (hat, shirt, apron, name tag) clean & in use					
14. Hands washed, sinks stocked, soap, towels, gloves in use					
15. Dishes, utensils, etc. washed, rinsed, sanitized and air dried					
16. Kitchen ceiling tiles, walls, hood system clean and undamaged					
17. Sanitized water buckets maintained and used					
18. Dining room tables, chairs & floors clean & condiments stocked					
19. Restrooms are clean and stocked					
20. Food service area/equipment clean and properly maintained					
21. Cleaning supplies are labeled and stored properly					
STORAGE/INVENTORY CONTROL					
22. Stored products dated, rotated (FIFO) & within expiration dates					
23. Proper temperatures in freezer, coolers and make lines					
24. Product is being stored off the floor					
25. Vendor orders are being delivered accurately and timely					
26. Storage areas locked with key control in place					
MARKETING/ADVERTISEMENTS					
27. Menu/Menu boards provided, clean and working/available					
28. Current Promotions, Nutrition and Takeout menus displayed					
29. Online Advertisements, Menus and Surveys					
30. Additional Media in use: banners, flags, A-frames etc.					
FINANCIAL DATA					
31. Cost Cards are on file, complete and up to date					
32. Sales Data/Usage reports provided (What's Hot, What's Not)					

PRODUCT QUALITY & EXECUTION	
1.	
2.	
3.	
4.	
5.	
6.	
7.	
8.	
CUSTOMER SERVICE	
9.	
10.	
11.	
12.	
SANITATION & CLEANLINESS	
13.	
14.	
15.	
16.	
17.	
18.	
19.	
20.	
21.	
STORAGE/INVENTORY CONTROL	
22.	
23.	
24.	
25.	
26.	
MARKETING/ADVERTISEMENTS	
27.	
28.	
29.	
30.	
FINANCIAL DATA	
31.	
32.	
OTHER NOTES/COMMENTS/EQUIPMENT, SUPPLIES and PARTS REQUESTS	

Report Completed By: /

Date: /

Manager On Duty: /