**General Manager Routine**

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| **Primary Responsibilities** | **Shiftly** |
| * People development   + Insiders/Drivers   + MITs * High product quality * Run great service * Run a clean store * Profitability   + Sales, Food, Labor | * Run a great shift   + Aces in their places   + QSC * Review Key Indicators * Run costs   + Food variance   + Run projected labor * Execute on LSM plans * Review recruiting/hiring status   + Applicants moved in process * People Development   + Act on development plans   + Coach throughout shift * Respond to emails * Accurate nightly inventory |
| **Weekly** | **Periodly** |
| * Write a weekly plan * Write schedule using Labor and Service Program * Place food/beverages orders * Create LSM weekly plans * Create training and coaching plans for each Team Member using Training Tracker * Meet with at least 1 MIT to discuss MIT Program progress and plan for following weeks * Accurate weekly inventory * Analyze food variance (Sunday) * Analyze actual labor vs. projected * Payroll (Bi-weekly) | * One-on-one meeting with Supervisor   + Review performance   + Review MIT Program progress   + Review P&L statement * Meeting with all store Managers * Check supply levels and order as needed   + Office supplies   + Uniforms   + Boelter   + Marketing Resource Center (MRC) * Team Member evaluations (Quarterly) * SMK implementation (Quarterly) |