**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
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| **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)
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