

Business: _____ **Date:** _____ **Shift:** _____ **Manager:** _____

[illegible]

Manager note / immediate action: _____

Set the par. Record the pull. Reduce shortages and over-thawing.

Business: _____ **Week starting:** _____ **Completed by:** _____

[illegible]

Use one consistent unit per item. Review repeated shortages or excess pulls before changing the par.

Business: _____ **Pay period:** _____ **Manager:** _____

[illegible]

Payroll correction completed by: _____ Date: _____

POS & MENU CORRECTION LOG

Capture the issue in one place so it can be reviewed, assigned and corrected.

Business: _____ Location: _____ Review period: _____

Date	Submitted By	Item / POS Location	Problem or Error	Suggested Change	Priority	Status	Manager Initial

Examples: wrong price, missing button, unclear description, unavailable modifier, receipt wording, tax setting, duplicate item.

PAR LEVEL OBSERVATION SHEET

Record actual use for four comparable weeks before setting or changing a par.

Business: _____ Area / Station: _____ Review month: _____

Item	Unit	Service Day	Week 1 Used	Week 2 Used	Week 3 Used	Week 4 Used	Current Par	Notes

After four weeks, enter this sheet into the management workbook to calculate average use, safety buffer and recommended par.

STANDARD RECIPE CARD

Consistent portions. Consistent cost. Consistent customer experience.

Recipe: _____ Recipe #: _____ Category: _____

Yield: _____ Portion: _____ Serving size: _____ Prep time: _____

Quantity	Unit	Ingredient	Step	Method / Preparation

Notes / quality standard:
