

Weekly Manager Checklist

Shifts and cash · Weekly

Week details

Business name

Week (date range)

Manager

Review time

Till, reports, and permissions

Question	Yes	No	Initials	Notes
Have activity logs been reviewed for unusual voids or deletions?	☐	☐		
Are orders closed without payment exceptional and supported by notes?	☐	☐		
Is the discount limit restricted to authorised users?	☐	☐		
Is the owner's account signed out on the till tablet?	☐	☐		
Does the end-of-day time match the venue's actual closing time?	☐	☐		
Are the fiscal cash register Z reports filed for each day?	☐	☐		
Were cash drawer variances resolved that week?	☐	☐		
Do card settlement receipts agree with revenue?	☐	☐		

Inventory, menu, and channels

Question	Yes	No	Initials	Notes
Has a weekly stock count or waste entry been completed?	☐	☐		
Have sold products without recipes been identified?	☐	☐		
Do QR menu prices match the printed menu?	☐	☐		
Are products that should not appear on the QR menu hidden?	☐	☐		
Are marketplace product mappings current?	☐	☐		
Is the happy hour setting still valid?	☐	☐		
Are printers mapped to the correct kitchen and bar stations?	☐	☐		
Have employees who left the business been deactivated in the user list?	☐	☐		

Work to complete this week

Signature

Manager signature

Date

Time

This form is an educational checklist. It does not change your local authority, food registration, or occupational health and safety obligations. Confirm local requirements in writing.