

Daily Store Opening Checklist

Industry: Retail
Function: Operations
Periodicity: Daily
Setup time: 30 mins
Investment: Rs 1/ day/ restaurant
Value: Rs100 effort saving / day/ Restaurant
 (15 mins saved from pen/ paper excel. No collation)

Overview

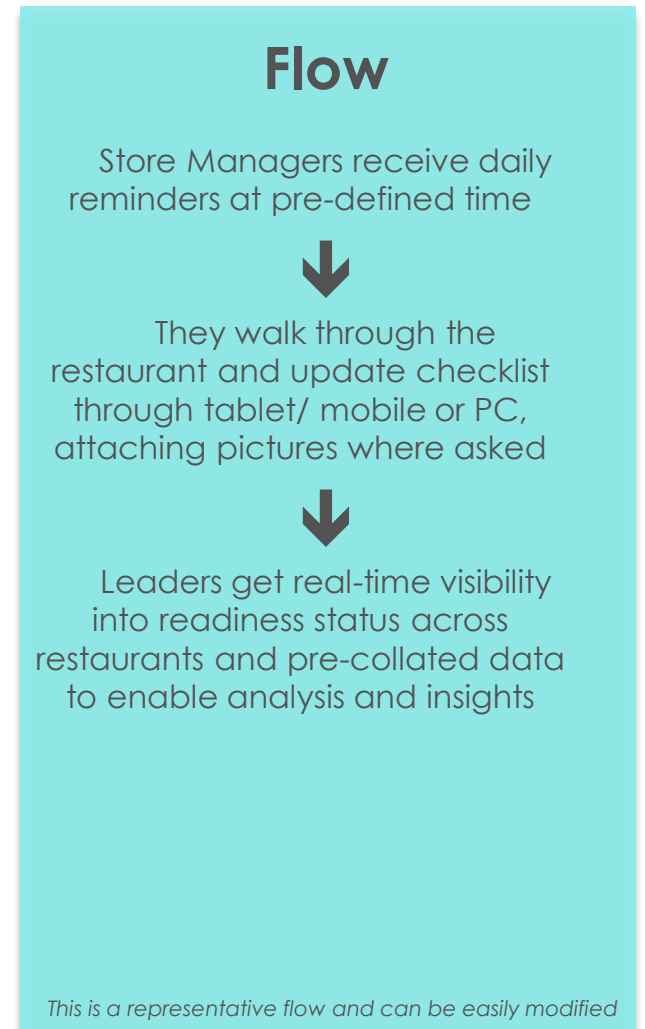
A Mobile enabled Daily checklist with Reminders for the Restaurant Manager to ensure that the store is fully equipped to handle customers.

Salient features

- ✓ Mobile enabled submission / reports
- ✓ Automated reminders/ escalations
- ✓ Real-time pre-collated reports with Scorecard

Benefits

- ✓ Consistent execution → ↑Customer experience
- ✓ ↑Customer experience → Repeat visits
- ✓ ↑Efficiency | Visibility
- ✓ Timely interventions



Sample

Checklist - process creation

1) Opening Checklist

1.1) Ensure parking lot is swept and litter has been picked up	<input type="radio"/> Yes	<input type="radio"/> No
1.2) Unlock restaurant	<input type="radio"/> Yes	<input type="radio"/> No
1.3) Disable alarm, if applicable	<input type="radio"/> Yes	<input type="radio"/> No
1.4) Check messages on voicemail	<input type="radio"/> Yes	<input type="radio"/> No
1.5) Turn on all kitchen equipment and ensure in working order		
1.6) Turn on TV and/or music		
1.7) Check restrooms for cleanliness and supplies		
1.8) Ensure thermostat is set to 70 degrees		
1.9) Ensure that sufficient employees are on hand to perform the		
1.10) Assign employees to each work area, cleaning project, etc		
1.11) Hold a brief AM staff meeting. Explain assignments to employees. Hold a short 10-15 minutes meeting to ensure everyone is on the same page		
1.12) Verbally confirm that each employee knows his or her assignments		
1.13) Briefly cover any issues needing immediate attention, special requests, etc		

Assign task & update sheet

	2016						
Tasks	<< <	05'Jun	06'Jun	07'Jun	08'Jun	09'Jun	10'Jun
General							
Ensure parking lot is swept and litter has been picked up		●	●	●	●	●	●
Unlock restaurant		●	●	●	●	●	●
Disable alarm, if applicable		●	●	●	●	●	●
Check messages on voicemail		●	●	●	●	●	●
Turn on all kitchen equipment and ensure in working order		●	●	●	●	●	●

			2016						
			<< <	05'Jun	06'Jun	07'Jun	08'Jun	09'Jun	10'Jun
Haryana	Gurgaon	Sample Restaurant ... Sohna Road		15.00	15.00	15.00	15.00	15.00	15.00
Karnataka	Bengaluru	Sample Restaurant ... Koramangala		15.00	15.00	15.00	14.00	15.00	15.00
Maharashtra	Mumbai	Sample Restaurant ... BKC		14.00	15.00	15.00	15.00	15.00	15.00

Real-time visibility on stores