

MANAGER LABOR QUICK REFERENCE

Two-page reference for schedule planning, posting, shift labor decisions, cuts, and after-week review. Designed for lamination or manager-binder front pocket.

INCLUDED WORKING TOOLS

- Manager Quick Reference Pages 353-354

Use only the tools that solve a real operating need. Assign an owner, preserve required records, follow approved company policy, and use the current Gravity release. These materials support restaurant operations; they do not replace legal, payroll, accounting, HR, safety, or regulatory guidance.

MANAGER QUICK REFERENCE PAGE

Purpose

The purpose of this page is to give managers a simple labor control reference they can review quickly. This page summarizes the most important labor control questions in the workbook.

MANAGER QUICK REFERENCE PAGE

Before writing the schedule, ask:

Did we review last week's sales?
Did we review last week's labor?
Did we review sales forecast?
Did we review events, weather, reservations, and holidays?
Did we review employee availability?
Did we review time-off requests?
Did we review position coverage?
Did we review manager coverage?
Did we review overtime risk?

Before posting the schedule, ask:

Does this schedule match expected sales?
Are the strongest employees placed during peak periods?
Are new employees scheduled with support?
Are all key positions covered?
Are any shifts overstaffed?
Are any shifts understaffed?
Are any employees scheduled outside availability?
Are time-off requests handled?
Can the manager explain this schedule?

During the shift, ask:

Are sales above or below forecast?
Is labor above or below target?
Are employees productive?
Is anyone standing around?
Can anyone be cut safely?
Would cutting hurt guest experience?
Are side work and stations controlled?
Is the kitchen stable?
Is the bar stable?
Is dish stable?
Will closing be protected?

Before cutting staff, ask:

Is the rush over?
Are guests still arriving?
Are reservations still coming?
Are sections manageable?
Are ticket times controlled?
Is bar service controlled?
Is dish caught up?
Is side work complete or assigned?
Can the remaining team handle the shift?
Will the guest still be protected?

After the week ends, ask:

Did labor meet target?

Did sales match forecast?

Which day was best?

Which day was worst?

Which department caused labor problems?

Which shift caused labor problems?

Which manager made strong decisions?

Which manager needs follow-up?

What staffing gap affected labor?

What must change next schedule?