# F&B Ops Pack

$49 · outlet ops, temps, prep, waste, banquet, weekly cost

SAMPLE

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Every page here is cropped and watermarked SAMPLE so you can judge the layout and depth before you buy. It is not a usable copy.

The full, editable files come as one zip, instantly after checkout.

Prices in USD, one-time. Checkout by Lemon Squeezy.

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Faulty or not as described? We fix it or refund within 14 days. No change-of-mind refunds.

HOTELOPS TOOLKIT · F&B OPS PACK — F1 · OUTLET DAILY CHECKLIST · PRINT ONE PER SHIFT

## F&B Outlet — Daily Shift Checklist

ONE PER SHIFT

Property: _____ Date: ____ / ____ / _____ Service: ☐ Bkf ☐ Lunch ☐ Dinner ☐ Bar ☐ IRD

Outlet: _____ Lead: _____ Covers booked / plan: ___ / ___

### OPEN — BEFORE FIRST GUEST SEATED OR FIRST ORDER FIRED — Outlet Lead

- ☐ Floor walk: tables, glassware, menus, specials board
- ☐ Mise checked vs F3; gaps flagged to kitchen
- ☐ Allergy / dietary list open for reservations and in-house
- ☐ VIP / special-attention tables held
- ☐ Temps logged on F2 for every cold and hot unit
- ☐ Side stations stocked: napkins, condiments, water, ice
- ☐ Bar / beverage: ice, garnish, dated open bottles
- ☐ POS date correct; open checks cleared or handed
- ☐ Cash float counted if outlet takes cash
- ☐ Team brief: covers, events, 86s, allergies, VIPs, comps authority
- ☐ Fire exits clear; spill kit / first aid known
- ☐ Uniforms / name badges; lost property logged or NIL

Open complete at _____ : _____ Initials _____

### MID-SERVICE — AT THE TIMES YOUR F&B MANAGER SETS — Lead

- ☐ 86 board refreshed; FO told of new 86
- ☐ Allergy tickets re-checked on open orders
- ☐ Hot-hold / buffet / display temps on F2
- ☐ Floor coverage vs covers still due
- ☐ Open guest issues followed up with owner
- ☐ Critical stock vs remaining covers

### HANDOVER — OUTGOING SPEAKS, INCOMING WRITES — NIL, never blank

*Both leads at the stand. Incoming writes. Blank means it was not handed over.*

Covers due ____ Open tickets ____ 86 list: _____

Allergies / VIPs still in house (table / room / name): _____

Open issues (next action + owner): _____

Prep gaps (F3) / temp alerts (F2) / waste (F4): _____

Events tonight (F5 brief #): _____ Float+POS

**BOTH CONFIRM**

- ☐ Covers still due / open tickets agreed
- ☐ 86 list agreed — do not sell
- ☐ Allergy / VIP guests still in house named
- ☐ Gestures already made — do not re-offer
- ☐ Prep gaps for next service noted (F3)
- ☐ Temp / waste alerts noted (F2 / F4)
- ☐ Cash / POS notes agreed

OUT: Name _____ Sign _____ Time _____ IN: Name _____ Sign _____ Time _____

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## F2 · Settings

SAMPLE DATA: fictional Demo Hotel. Clear yellow sample cells (select them, press Delete) and enter your property name on Settings before live use.

**FOOD SAFETY RULES (F&B MANAGER / CHEF FILLS ONCE)**

| Setting | Value | What it does |
|---|---|---|
| Property name | Demo Hotel (SAMPLE) | Change this from "Demo Hotel (SAMPLE)" and the sample banners disappear. |
| Fridge max °C (cold hold) | 5.0 | Temp Log flags any cold reading above this. |
| Freezer max °C | -18.0 | Temp Log flags any freezer reading warmer than this. |
| Hot-hold min °C | 63.0 | Temp Log flags any hot-hold reading below this. |
| Corrective action required within (minutes) | 30 | Shown on Fail rows as a reminder — not a legal limit. |
| Probe calibration due every (days) | 30 | Probe Calibration sheet uses this for the due reminder. |
| Week starts on (first Monday of the log) | Mon 05 Jan 2099 | Weekly Summary counts from this Monday. |
| Who may clear a Fail row | F&B Manager, Executive Chef, Duty Manager | Write only these roles in Cleared by. |
| Local authority / audit note | Follow your local food-safety rules. This log is an operational template, not legal advice. | Keep your official forms if the law requires a specific format. |

*SAMPLE values above are fictional. Replace every yellow cell with your own rules; the F&B Manager signs the Start here tab when done.*

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## F6 · This Week

SAMPLE DATA: fictional Demo Hotel. Clear yellow SAMPLE week cells (select them, press Delete) and enter your property name on Settings before live use.

Week of 05 Jan 2099 · USD · targets food 30.0% · beverage 25.0%

**INPUTS (YELLOW)**

| Input | Food | Beverage | Note |
|---|---|---|---|
| Opening inventory | 4,200.00 | 1,800.00 | Rough count value at week start |
| Purchases this week | 6,100.00 | 2,200.00 | Invoices received / posted this week |
| Closing inventory | 3,900.00 | 1,700.00 | Rough count value at week end |
| Transfers in / (out) | 0.00 | 0.00 | Between outlets or stores; net |
| Waste estimate (from F4) | 84.30 | 0.00 | Paste F4 Weekly Rollup total or type 0 |
| Net revenue this week | 18,500.00 | 7,200.00 | From POS / PMS — not rack rates |
| Covers / transactions | 1,240.00 | | Food covers; leave beverage blank or use tickets |

**CALCULATED (GREY) — DO NOT TYPE**

| Metric | Food | Beverage | Combined |
|---|---|---|---|
| Cost of sales | 6,400.00 | 2,300.00 | 8,700.00 |
| Cost % of net revenue | 34.6% | 31.9% | 33.9% |
| vs target (pp) | 4.6% | 6.9% | |
| Cost per cover (food) | 5.16 | | |
| Waste as % of food cost | 1.3% | 0.0% | |

**PLAIN-ENGLISH MATHS (AUTO — LEAVE GREY ALONE)**

Food cost of sales = Opening 4,200.00 + Purchases 6,100.00 + Transfers 0.00 − Closing 3,900.00 = 6,400.00

Food cost % = Cost of sales 6,400.00 ÷ Net revenue 18,500.00 = 34.6% vs food target 30.0% = +4.6 pp

Beverage: cost of sales 2,300.00 ÷ revenue 7,200.00 = 31.9% · Combined cost % = 33.9% · Food cost/cover = 5.16

ACTIONS (OWNER + DATE) — [illegible] BEFORE LIVE

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HOTELOPS TOOLKIT · F&B OPS PACK — F7 · SERVICE STANDARDS CHECKLIST · PRINT FOR BRIEFING / STAND

## F&B Service Standards — Allergens · Plating · Recovery

ONE PAGE

Property: _____ Date: ____ / ____ / _____ Service: ☐ Bkf ☐ Lunch ☐ Dinner ☐ Bar ☐ IRD

Outlet: _____ Lead: _____ Briefed by: _____

### ALLERGENS & DIETARY — BEFORE AND DURING SERVICE — Server + pass

- ☐ Allergy / dietary list open for reservations and in-house (F1 §5)
- ☐ Every allergy ticket written — never verbal only
- ☐ Server reads allergy back to guest once before order fires
- ☐ Kitchen reads allergy back on the pass; separate utensils / board if standard requires
- ☐ Cross-contact risk flagged on the ticket and on the pass
- ☐ Near-miss → Duty Manager same shift; guest illness → GM path per F1 §7
- ☐ VIPs / special attention named; preferred tables held without guest chasing
- ☐ Event dietary list from F5 on the floor before first seating

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### PLATING & PASS STANDARD — EVERY PLATE / TRAY — Pass / CDP

- ☐ Plate matches the photo / standard for this menu item
- ☐ Garnish present, fresh, and the correct one — no wilting stand-ins
- ☐ Hot food leaves the pass hot; cold food leaves cold (spot-check vs F2)
- ☐ Portion matches the recipe card / board — no "chef's generosity" drift
- ☐ 86 board checked before the item is plated or sold
- ☐ Cracked / chipped crockery pulled — never sent
- ☐ Ticket time vs pass time acceptable for this outlet's standard
- ☐ Tray / IRD presentation: covers, cutlery, labels, temperature holds

### SERVICE RECOVERY — WHEN SOMETHING GOES WRONG — Lead owns the write-up

- ☐ Listen without interrupting; apologise once for the specific problem
- ☐ Fix what you can now within your authority (F1 §7)
- ☐ Offer only what authority allows — escalate early, do not guess
- ☐ Check prior gestures this stay / meal before offering again
- ☐ Food return: kitchen sees the plate; waste coded on F4 if discarded
- ☐ Write the issue on F1 §6 while guest is still at table or on phone
- ☐ Guest leaves knowing who owns it and when they will hear back
- ☐ Open issues handed in shift handover — NIL if none, never blank

Near-miss / recovery notes (or NIL): _____

Escalated to Duty Manager? ☐ Yes ☐ No ☐ N/A Time _____ Name _____

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SIGN-OFF Outlet Lead: _____ Time _____ Chef / Pass: _____ Time _____ Briefed team: ☐

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