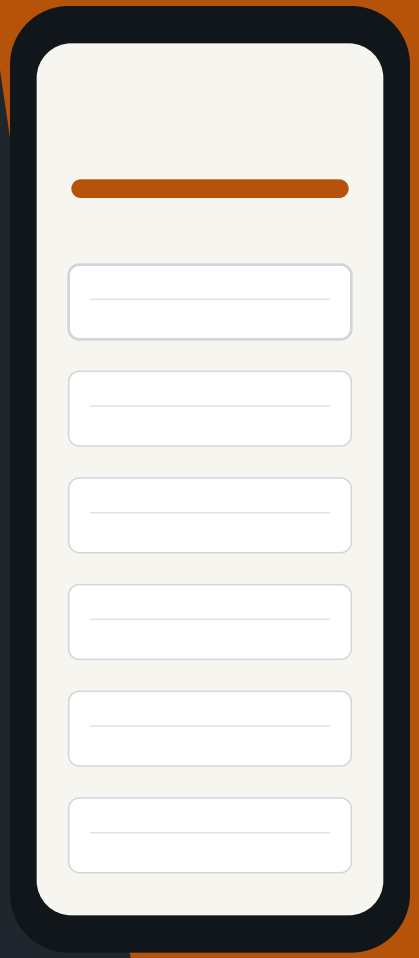
FIELD-READY IPAD NOTEBOOK

Restaurant Shift Command

Open ready. Lead the rush. Hand off clean.

Managers must coordinate staffing, opening, inventory, equipment, guest recovery, approved food controls, closing, and the next shift while service is moving.



01 FORECAST
CAPTURE ONCE. HAND OFF CLEANLY.

02 OPEN
CAPTURE ONCE. HAND OFF CLEANLY.

03 BRIEF
CAPTURE ONCE. HAND OFF CLEANLY.

GALLERY EDITION - FREE PUBLIC NOTE

Duplicate the clean master before every job. Keep completed records private.

Forecast and Staffing Setup

FORECAST | OPEN | BRIEF | MONITOR | CORRECT | HANDOFF

Forecast and Staffing Setup

Record the source, unit, and operating condition beside every value

CONTROL	APPROVED TARGET	READING	TIME	INITIALS	ACTION

REFERENCE CONDITION / BASELINE

INTERPRETATION / LIMITATION

NEXT TEST / NEXT ACTION

Opening Manager Walk

FORECAST | OPEN | BRIEF | MONITOR | CORRECT | HANDOFF

AREA / ASSET / WORK UNIT

LOCATION / REFERENCE

PHOTO / SOURCE IDS

TIME	AREA	OBSERVATION	STATUS	ACTION	OWNER

SKETCH / SEQUENCE / WORKING NOTES

UNKNOWNS / DECISION NEEDED

Prep, Pars, and 86 List

FORECAST | OPEN | BRIEF | MONITOR | CORRECT | HANDOFF

Prep, Pars, and 86 List

Record the source, unit, and operating condition beside every value

CONTROL	APPROVED TARGET	READING	TIME	INITIALS	ACTION

REFERENCE CONDITION / BASELINE

INTERPRETATION / LIMITATION

NEXT TEST / NEXT ACTION

Pre-Shift Brief

FORECAST | OPEN | BRIEF | MONITOR | CORRECT | HANDOFF

LOCATION AND DATE

SHIFT AND MANAGER

FORECAST COVERS

RESERVATIONS OR EVENTS

STAFFING GAPS

CRITICAL PARS OR 86 ITEMS

EQUIPMENT CONCERNS

PRIOR-SHIFT PRIORITIES

REF	QUESTION / CONDITION	IMPACT	OWNER	DUE	STATUS

Service Pulse and Guest Recovery

FORECAST | OPEN | BRIEF | MONITOR | CORRECT | HANDOFF

AREA / ASSET / WORK UNIT

LOCATION / REFERENCE

PHOTO / SOURCE IDS

TIME	AREA	OBSERVATION	STATUS	ACTION	OWNER

SKETCH / SEQUENCE / WORKING NOTES

UNKNOWNS / DECISION NEEDED

Equipment and Control Exceptions

FORECAST | OPEN | BRIEF | MONITOR | CORRECT | HANDOFF

STAFFING GAP AFFECTS SERVICE?

CRITICAL EQUIPMENT UNAVAILABLE?

APPROVED CONTROL OUTSIDE TARGET?

DELIVERY OR PAR VARIANCE PRESENT?

GUEST ISSUE STILL UNRESOLVED?

NEXT SHIFT INHERITS A MAJOR RISK?

ID	RISK / EXCEPTION	TREATMENT	OWNER	DUE	STATUS

Closing and Next-Shift Handoff

FORECAST | OPEN | BRIEF | MONITOR | CORRECT | HANDOFF

Handoff gate

Close the record only when every exception has an owner and next step

- [ ] Opening and control records complete
- [ ] 86 list and pars current
- [ ] Guest issues closed or assigned
- [ ] Equipment issues assigned
- [ ] Cleaning tasks completed
- [ ] POS close status recorded
- [ ] Next-shift priorities listed
- [ ] Manager handoff time recorded

CLIENT-READY OUTCOME SUMMARY

OPEN WORK / LIMITATION / QUOTE ITEM

PRIORITY	NEXT ACTION	EVIDENCE / SOURCE	OWNER	DUE	STATUS