



Templates You Can Run Today

Trackers, SOPs, audits, huddles



Purpose: A single pack of operational templates to support the weekly loop for managers.



What's Included: Simple trackers and sheets for the team to use daily or weekly.



Included Templates:

- Prep window tracker
- Expo observation sheet
- FOH pacing log
- Handoff quality audit
- Daily huddle notes
- Line readiness checklist
- Portion audit mini-sheet
- Runner flow tracker



Inputs: Daily observations, timing checks, prep notes, and expo data.



Output: A Templates Pack (XLSX) containing all trackers, SOPs, and audits to support the weekly operating rhythm.