

Weekly Performance Recap

Week:

Store Performance Summary

Category	This Year	Last Year
Total Sales (\$)		
Total Sales MTD (\$)		
Labor Cost (\$)		
Labor Cost (% of Sales)		
Food Cost (\$)		
Food Cost (% of Sales)		
Average Ticket (\$)		
Total Customers (Week)		

Customer Service Overview:

Customer Issues / Complaints:

Employee Updates

New Hires:

Name:

Date Hired (MM/DD/YYYY):

Position:

Name:

Date Hired (MM/DD/YYYY):

Position:

Training Progress:

Employee Performance Highlights:

Repairs and Maintenance

Current Issues:

Actions Taken / Updates: