FREE CHECKLIST | OPSEDGE HOSPITALITY

Weekly Prime Cost Close

The Monday morning routine that turns last week into one number you can act on. About 45 minutes once the habit is set.

HOW TO USE THIS SHEET

Close the week the same way every Monday: same cutoff, same sources, same order. Fill in the worksheet, compare to your target, and pick one line to fix this week. Consistency matters more than precision; a number you trust every week beats a perfect number once a quarter.

Before you start (Sunday night or Monday 8am)

- [ ] Lock the week: Monday to Sunday, same cutoff every week — OK / FIX
- [ ] Every invoice dated in the week is entered, credits and returns subtracted — OK / FIX
- [ ] Food and beverage counts done Sunday night or Monday before the first delivery — OK / FIX
- [ ] Payroll report pulled for the same seven days (not the pay period) — OK / FIX

Pull the numbers

- [ ] Net sales from the POS: after comps, discounts and voids, before tax and tips — OK / FIX
- [ ] Food sales and beverage sales split out (the food cost % uses food sales only) — OK / FIX
- [ ] Food COGS = opening inventory + purchases - closing inventory — OK / FIX
- [ ] Beverage COGS the same way, kept separate from food — OK / FIX
- [ ] Hourly wages from the time clock, including overtime — OK / FIX
- [ ] Weekly share of salaries (annual salary / 52) — OK / FIX
- [ ] Payroll taxes, workers' comp and benefits at your real burden rate (usually 15 to 25% of wages) — OK / FIX

Read it

- [ ] Prime cost % = (total COGS + total labor) / net sales — OK / FIX
- [ ] Compare to your target band and to the last four weeks, not just last week — OK / FIX
- [ ] Find which line moved: food, beverage or labor. Fix that one first — OK / FIX
- [ ] Write the number and the one action in the manager log — OK / FIX

Worksheet

LINE	THIS WEEK $	% OF SALES	TARGET %	GAP $
Net sales				
Food COGS (of food sales)				
Beverage COGS (of bev sales)				
Hourly wages				
Salaries (weekly share)				
Taxes, comp, benefits				
Total labor				
PRIME COST				

PRIME COST TARGET BANDS

Full service	**60 to 65%**
Quick service / fast casual	**55 to 60%**
Bar-led	**50 to 55%**
Fine dining / private club	**62 to 68%**

OPERATOR NOTE

Wages alone understate labor by 15 to 25 percent. If your prime cost looks great and the bank account does not, check that the burden is in.

Read the full guide, with worked examples and the formulas: opsedgehospitality.com/prime-cost-guide

Run your own numbers with the free calculators at opsedgehospitality.com/free-tools. Ready-made workbooks and playbooks: opsedgehospitality.com/shop