FREE CHECKLIST | OPSEDGE HOSPITALITY

Weekly Labor Cost Control

Write next week's schedule from the forecast, then manage it day by day so the week lands on target.

HOW TO USE THIS SHEET

Labor is the one prime cost line you can still change mid-week. Build the schedule to a dollar budget, check actuals every morning, and adjust Thursday through Sunday if the first half of the week ran hot.

Thursday: build next week

- [ ] Forecast sales by day and daypart from the last 8 weeks plus known events — OK / FIX
- [ ] Labor budget $ = forecast sales x target labor % (fully loaded) — OK / FIX
- [ ] Schedule written to the budget, by position, before names go in — OK / FIX
- [ ] Sales per labor hour set by position and checked on the draft — OK / FIX
- [ ] Overtime risk flagged: anyone over 36 hours before the week starts — OK / FIX
- [ ] Training hours budgeted (new hires run at 60 to 70% productivity the first month) — OK / FIX

Every morning

- [ ] Yesterday's actual labor % vs scheduled, by department — OK / FIX
- [ ] Clock-in and clock-out exceptions reviewed and fixed — OK / FIX
- [ ] Today's forecast checked against reservations, weather and events — OK / FIX

During every shift

- [ ] Cut list set before the shift: who goes first when it slows — OK / FIX
- [ ] Cuts made on volume, not on the clock — OK / FIX
- [ ] No early clock-ins without a manager OK — OK / FIX

Monday: close the week

- [ ] Total labor = hourly + weekly salary share + taxes, comp and benefits — OK / FIX
- [ ] Labor % against net sales, by FOH, BOH and management — OK / FIX
- [ ] Biggest gap day identified and the reason written down — OK / FIX

Worksheet

DAY	FORECAST SALES	LABOR BUDGET $	ACTUAL SALES	ACTUAL LABOR $	LABOR %
Mon					
Tue					
Wed					
Thu					
Fri					
Sat					
Sun					
WEEK					

LABOR COST TARGET BANDS

Full service (fully loaded)	**30 to 35%**
Quick service / bar-led	**25 to 30%**
Fine dining / private club	**33 to 38%**
Employer taxes alone	**8 to 10% of wages**

OPERATOR NOTE

If Tuesday and Wednesday came in at 38%, Thursday through Sunday still have time to pull the week back. Waiting for the P&L means waiting a month.

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

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