

2024 Spring Up Checklist

People	Yes	No	Comment
Learning and Development Center on-site and Training plan for new hires			
Recruitment and sourcing on-site			
Employee Opportunity Boards & QSR soft updated			
Crew and manager's uniform are clean, neat, and complete			
The crew room is in good repair, and clean, and all communication and targets are posted in an orderly fashion and up to date			
All signage is current and Owner Operator signage is present (Wages signage, federal and state, policies, workplace signage, etc.)			
People Brand Standard systems in place			
The staffing, Scheduling, and Positioning tool is updated with the most recent version Verify SSP Health Check is completed and Principles of Scheduling			
Drive-Thru	Yes	No	Comment
Win 1 & 2 signage , clean and good repair, properly mounted			
Guard Post in good repair, painted or covered, and straight			
All ext. and int windows, Mullins culture free and good repair			
ODMB's in good repair, and correct marketing elements posted			
The lot is clean and in good repair including stripping			
Signage and lighting: Road sign, directional, roof beams, lots of lights, working and in good repair			
Landscaping and surrounding areas are clean and maintained (add other lines)			
Corral areas doors and waste receptacles are clean (no liners showing, etc.)			
Touchless hand sanitizer dispensers are in the cashier and presenter booth			
The PED coin changer, PED Card Reader , in the DT is working and in good repair			
Are the present booth and back cash booth set up according to the Be Well Served			
Are the DT cameras pointed in the right direction and showing the merge point			
The correct number of printers are present, functioning properly, stocked with paper, and clean			
Are headsets and batteries charged, in good working condition, with a minimum of 5 headsets and 7 batteries			
All POS monitors working in good repair, and complex orders labeled on the monitor			
Does the crew have a comfortable working environment (HVAC working, hats/gloves in cold weather)			
Runners/Digital Ambassadors safety vests are clean and in good repair			
Digital/McDelivery	Yes	No	Comment
Appropriate signage (real estate signs, mini billboards, window signage) directional signage for McDelivery Couriers			
Table Medallions are in position and in good repair			
Mobile Order Ahead signage is in good repair and clean and meets the restaurant's needs			
Kiosks in good working condition with storm pads on 25% of the units (If 4 storefronts then 1 is needed)			
RFM Hours for MOP and McDelivery, Goggle Hours are accurate			
McDelivery tablets are working and set up because of the restaurant teams. DD/Uber Eats/Grubhub			
MOP/McDelivery station is set up properly according to Be Well Served present with a Monitor			
Product Outage/Equipment Outage directions posted on the front counter			
Front Counter/ Dining Room	Yes	No	Comment
Coffee Brewers , cream dispensers , sugar dispensers in clean and good repair			
Coffee thermal pots in use with a coffee timing system			
CBB machine is working and in good repair, labeled according to Be-Well served			
Weekly and monthly calibrations on coffee equipment performed and ensure accurate brewing			
OJ, ABS, Tea Brewers(basket), and urns, labeled and in good repair (including clips for lids)			
Ice Cream/Shake Machine. Blended Ice Machine and FCB clean and good repair including labeling according to Be Well Served			
All POS stations, and monitors are in good working condition and placed according to Be-Well served			
PM calendar is utilized to ensure all equipment is clean and in good working condition			