



AUGUST MANAGER MEETING AGENDA August 31st, 2016 12pm-1:30pm

1. WELCOME AND INTRODUCTIONS: 5 minutes
 - a. SIGN IN SHEET
2. ROD'S UPDATES: 5 minutes
3. BUS PASSES & PARKING: 5 minutes Maria and Zsolt
 - a. Rules for Expedited Bus Passes- Handout
 - b. Parking Facts
4. REVIEW CLASSES & PAYROLL CHECKLIST: 5 minutes Maria and Kathleen
 - a. Easily avoidable mistakes- Handout
5. FMLA VS. LEAVE: 5 minutes Maria and Kathy
 - a. Difference between FMLA and LEAVE
6. HEALTH & SANITATION CLEANING: 15 minutes Kathy, Mai, Roger
 - a. Pre-opening checklist- Handout
7. EMPLOYEE OF THE MONTH VOTING: 5 minutes Brooke
 - a. Team Member of the Month Voting- Handout
 - b. Honorable mention drawing

QUICK BREAK 5 MINUTES

8. INVENTORY: 10 minutes Jacob
 - a. How it should be organized- Handout
9. SALES & BONUS UPDATE: 10 Minutes Zsolt
 - a. Goals and sales- Handout
10. #MISSIONMAKESADIFFERENCE: 5 minutes Brooke
 - a. Plane Pull Video
11. ELITCH TEAM MEMBER PARTY: 5 minutes Brooke
 - a. Frequently asked questions

12. AWARDS, CLOSING: 10 minutes Kathleen/Rod

- a. September Calendar- Handout**
- b. Manager of the Month**
- c. Inspirational Story**
- d. NEW- Birthday & Anniversary Section**
- e. Promotional Acknowledgement**



ECCO PASS PROCEDURES

What you need to do:

- Make a list of new hires needing a Eco Pass (make sure they have been with us for at least 4 days).
- Email the list to HR on Monday
- Maria will process the Eco Pass requests and have it back to the airport by Monday of the next week. .
- *On Monday pay dates authorization forms will be attached to team members' checks.*
- *On non-pay date Mondays, the authorization forms will be enclosed in an envelope addressed to the store.*



PAYROLL CHECKLIST:

- ✓ Check dates to make sure you are in the right payroll period
- ✓ New hires are entered in Aloha and paperwork sent to the office before they start work
- ✓ Make sure employees are clocked in on all shifts
- ✓ Make sure there are no missed punches
- ✓ Check all overtime hours for inconsistencies
- ✓ Check for missing names in Aloha (not by file number) to make sure they match payroll record
- ✓ Referrals should have full name and where they are working

PRE OPENING CHECKLIST

TOP 15 ITEMS

1. COLD FOODS COLD
2. DRINKS COVERED AND STORED PROPERLY
3. FOOD FRESH, ROTATED BY DATES AND MAKE
4. SANITIZER WATER AT 150-400PPM
5. TOXIC CHEMICALS BELOW AND AWAY
6. THERMOMETER ACCESSIBLE FOR STAFF AND MANAGERS
7. LABELED TOXICS
8. KEEP HANDSINKS STOCKED WITH SOAP AND DRYING TOWELS
9. DISHMACHINE TEMPS AT 150-160 DEGREES, QUAT LEVELS AT 150-400 AND CHLORINE AT 50 PPM
- 10.HOT FOODS HOT ABOVE 135F
- 11.PROVIDE HOT AND COLD RUNNING WATER ABOVE 100F, 3 COMPARTMENT SINKS AT 110F OR ABOVE
- 12.WASH YOUR HANDS
- 13.PEST CONTROL
- 14.COOL YOUR FOOD
- 15.NO BARE HAND CONTACT, UTENSILS &GLOVES

1 | KEEP YOUR COLD FOODS COLD! Monitor your refrigerators and make sure potentially hazardous foods are held at or below 41°F. The air temperatures of your refrigerators usually need to be between 36°F-38°F. Please be sure thermometers are available for all team members and have them log refrigeration temperatures a few times every day.

2 | KEEP DRINKS COVERED AND PROPERLY STORED! Employees need beverages (kitchens are hot!), but make sure they are covered and are stored below and away from foods and/or food equipment.

3 | KEEP YOUR FOODS FRESH! Regularly check produce for mold and keep alcohol bottles capped to prevent fruit fly contamination.

4 | USE SANITIZER! This is one of the first things a health inspector looks for. If active food handling is occurring, sanitizer needs to be set up and used to wipe down utensils, cutting boards, etc. Use your test strips to ensure proper concentrations: 50-200 ppm chlorine or 150-400 ppm quaternary ammonia.

5 | STORE TOXICS BELOW AND AWAY! To prevent any chemical contaminations, toxic chemicals need to be stored below and away from foods, food equipment, and food preparation areas.

6 | HAVE A THERMOMETER! You are required to have and use a food thermometer. Your food thermometer can be a dial, metal-stemmed type that ranges from 0-220°F, or a digital thermometer. Regularly test your thermometer in ice water to ensure it reads exactly 32°F.

7 | LABEL YOUR TOXICS! If you take a toxic chemical out of its original container and put it in a spray bottle, make sure the spray bottle is clearly labeled.

8 | KEEP HANDSINKS STOCKED! Employees can't wash their hands if the hand sink doesn't have soap and/or paper towels! Keep them stocked! Hand sinks shall be used for handwashing only! Make sure employees aren't using hand sinks to rinse utensils/rags, dump food/ice, or to fill containers. Misuse of a hand sink can prevent another employee from washing their hands when needed. Also, don't use the produce washing sink as a hand sink – that's unsanitary!

9 | DISHMACHINE USAGE!! Dish machines must be running at 150-160 degrees F. Sanitizer if you are using Quat must read at 150-400 ppm, Chlorine 50 ppm. Sanitizer and Temperatures should be taken twice a day.

10 | KEEP HOT FOODS HOT! Hot potentially hazardous food shall be held at or above 135°F. Use your thermometer!

11 | PROVIDE HOT/COLD WATER! It is very important for sanitation that your facility has enough hot water - hand sinks need 100°F or above and three-compartment sinks need 110°F or above.

12 | WASH YOUR HANDS! Wash, wash, wash! Teach employees to do proper 20-second hand wash:

- Upon arriving at work
- After returning from restroom
- After coughing, sneezing, eating, drinking, touching their skin/hair
- After handling raw meats
- After taking out the trash
- Before donning gloves and between glove changes
- After handling soiled dishes

13 | PESTS...EEK!! Prevent pest infestations by keeping your facility clean and uncluttered, and by sealing wall holes and having tight-fitting exterior doors. If you do need to control pests, try traps or glue boards (open bait/poison not allowed).

14 | COOL YOUR FOOD! Taking too long to cool off cooked foods is a frequent cause of foodborne illness. During lengthy cooling, disease-causing bacteria may grow in potentially hazardous foods. If the food isn't cooled from 135° F to 70° F in two hours or less, then from 70° F to 41° F in four hours or less, enough bacteria may grow to cause a foodborne illness. Again, use your thermometers! Use good cooling methods, such as ice baths, ice wands, and shallow, uncovered metal pans.

15 | NO BARE HAND CONTACT! Touching ready-to-eat foods (i.e. foods that will not go through a further cooking process prior to serving) with bare hands increases the risk of foodborne illness. Train employees and bartenders to use gloves or utensils when handling foods such as salads, garnishes, cooked foods, breads, or when plating foods.

Weekly Inventory
 Root Down - DIA

Start Date: 8/25/2016

End Date: 8/31/2016

Dry Storage

Vendor	Product ID	Description	Cases	Case Size	Units	Unit Size	Case Price	Unit Price
Coda Coffee	CODA ESP	Coffee, Notorious Espresso		5lb		lb	49.50	9.90
Sysco	2271284	CHIP POTATO MALT SEA SALT HA		55/1.5 OZ		ea	27.11	0.49
Sysco	8694424	MARSHMALLOW MINI WHITE		12/1 LBLB		lb	16.10	1.34
Shamrock	3565941	CANDY, PEANUT BTR CUP DRK CHOC		12/1.4/OZ		ea	19.56	1.63
Sysco	7973395	ALMOND BUTTER CLS SQUEEZE (DEMAND STATUS)		60/1.15OZ		ea	62.75	1.05
Sysco	8003667	BANANA RIPE FRSH		1/10 LBLB		lb	17.11	1.71
Sysco	8666968	BANANA FRESH ORGANIC		1/40 LBLB		lb	30.48	0.76
Sysco	5229281	SPICE PEPPER BLK COARSE GRND		3/5 lb		ea	211.35	70.45
Sysco	4487997	SUGAR IN THE RAW		12/2 LBLB		2lb	51.95	4.33

Total

BevInco			
Store	Achieve	Availab	%
Etats		7	
Que Bueno DIA		7	
Root Down		7	
San Jose		7	
Timberline		6	

Labor			
Store	Achieve	Availab	%
Columbo		3	
Einsteins C Concourse		3	
Einsteins Main		3	
Einsteins San Diego		3	
Etats		3	
KFC-PHX		3	
Que Bueno DIA		3	
Root Down		3	
San Jose		3	
Sara Lee		3	
Taco Bell		3	
Timberline		3	

OT			
Store	Achieve	Availab	%
Columbo		3	
Einsteins C Concourse		3	
Einsteins Main		3	
Einsteins San Diego		3	
Etats		3	
KFC-PHX		3	
Que Bueno DIA		3	
Root Down		3	
San Jose		3	
Sara Lee		3	
Taco Bell		3	
Timberline		3	

Net Sales			
Store	Achieve	Availab	%
Columbo		1	
Einsteins C Concourse		1	
Einsteins Main		1	
Einsteins San Diego		1	
Etats		1	
KFC-PHX		1	
Que Bueno DIA		1	
Root Down		1	
San Jose		1	
Sara Lee		1	
Taco Bell		1	
Timberline		1	

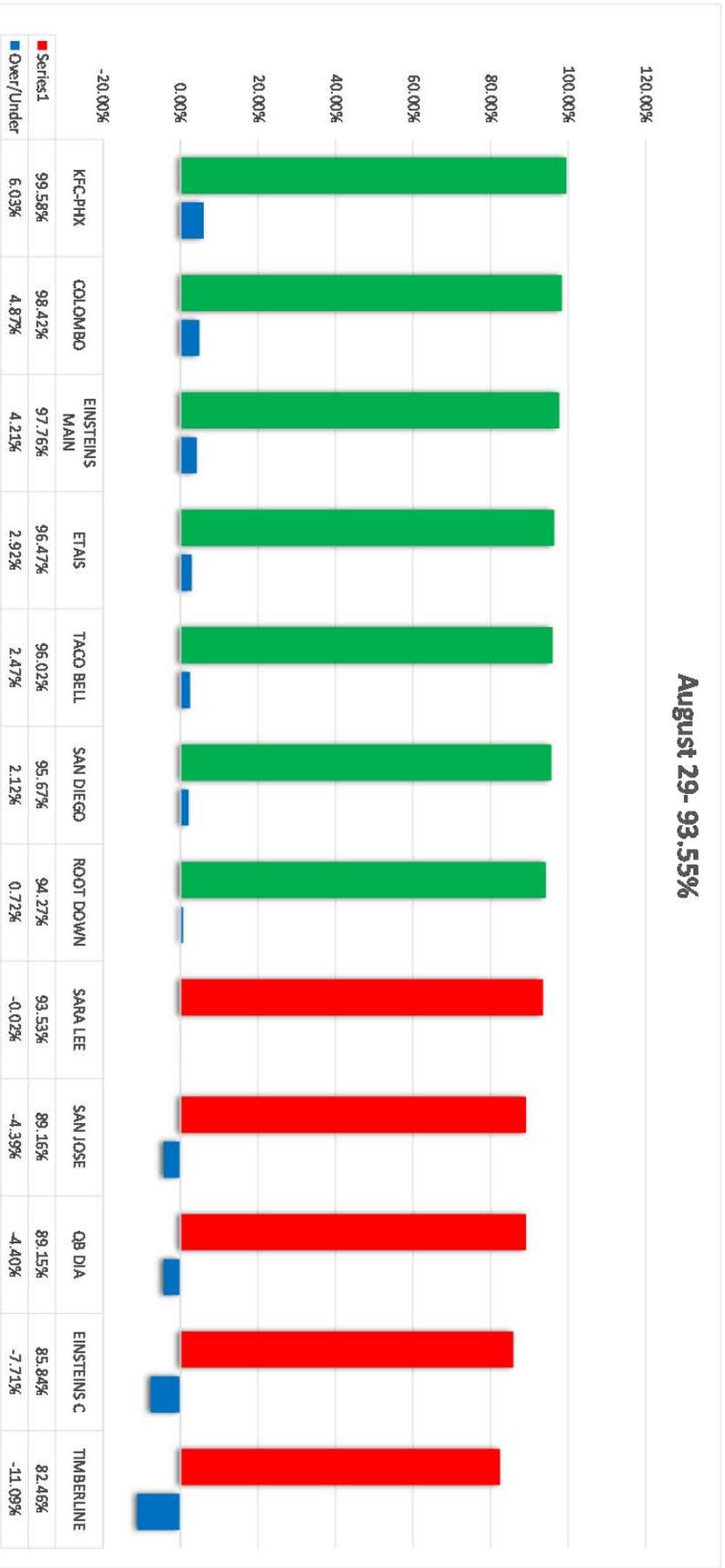
Customer Services			
Store	Achieve	Availab	%
Columbo		2	
Einsteins C Concourse		2	
Einsteins Main		2	
Einsteins San Diego		2	
Etats		2	
KFC-PHX		2	
Que Bueno DIA		2	
Root Down		2	
San Jose		1	
Sara Lee		2	
Taco Bell		2	
Timberline		4	

Turnover			
Store	Achieve	Availab	%
Columbo		1	
Einsteins C Concourse		1	
Einsteins Main		1	
Einsteins San Diego		1	
Etats		1	
KFC-PHX		1	
Que Bueno DIA		1	
Root Down		1	
San Jose		1	
Sara Lee		1	
Taco Bell		1	
Timberline		1	

New Hire Packets			
Store	Achieve	Availab	%
Columbo		1	
Einsteins C Concourse		1	
Einsteins Main		1	
Einsteins San Diego		1	
Etats		1	
KFC-PHX		1	
Que Bueno DIA		1	
Root Down		1	
San Jose		1	
Sara Lee		1	
Taco Bell		1	
Timberline		1	

New Hire Verifications			
Store	Achieve	Availab	%
Columbo		1	
Einsteins C Concourse		1	
Einsteins Main		1	
Einsteins San Diego		1	
Etats		1	
KFC-PHX		1	
Que Bueno DIA		1	
Root Down		1	
San Jose		1	
Sara Lee		1	
Taco Bell		1	
Timberline		1	

August 29- 93.55%



Sales Goal

Achieved Sales

September Best

Sun.	Mon.	Tues.	Wed.	Thurs.	Fri.	Sat.
End Pay Prd. 31	Pay Date 35					Shoni Jones 
4	5	6	7	8	9	10
End Pay Prd. 37 Team Appreciation Party @ Elitch's 	Pay Date 37  Janece Matsko			#MMAD Hops for Hope	 Maria Panetta	PVC Classes Breckenridge 8-5
11	12	13	14	15	16	17
Heidi Mollner						
PVC Classes Breckenridge 8-5				#MMMD National Coffee Day	 Kyle Hill	
18	19	20	21	22	23	24
End Pay Prd. 39						
25	26	27	28	29	30	