

DATE ___/___/___

RETAIL TOOLKIT

DISTRICT MANAGER AUDIT

REVIEWED MONTHLY WITH STORE MANAGER

MISSING DATA

Reports missing: _____

Dates and types of reports missing:

Shifts/items not checked:

Reason given by SM

DATA ACCURATELY ENTERED INTO LOGS: Y / N

If no, list areas of inaccuracy and reasons

Noted areas of anomalies in data

AREAS OF STORE WHERE FOOD WASTE PREVENTION AND REDUCTION PROCEDURES ARE INCONSISTENT

Inventory Management

Waste separation

Produce cull/Proper merchandising

Date Rotation

Load Lines

Markdowns/Dynamic Pricing

EQUIPMENT ISSUES NOTED

OF TEMPERATURE CHECK ISSUES FOUND: _____

Resolved in store: Y / N

Escalated to outside vendor: Y / N

Reasons:

Please note any ongoing issues

IMPORTANT NOTATIONS FROM STORE MANAGER

FOLLOW UP ACTIONS FROM PREVIOUS WEEK FOOD WASTE PREVENTION NOTES

PLANNED IMPROVEMENT OBJECTIVES