

DATE __/__/____

RETAIL TOOLKIT

STORE MANAGER AUDIT

REVIEWED WEEKLY

MISSING DATA

Reports missing: _____

Dates and types of reports missing:

Shifts/items not checked:

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 FOOD WASTE TEAM

FOLLOW UP ACTIONS FROM PREVIOUS WEEK FOOD WASTE PREVENTION NOTES

PLANNED IMPROVEMENT OBJECTIVES TO BE DISCUSSED WITH STORE TEAM FOR FOLLOWING WEEK