

Hotel Self Assessment of Beverage Cost Controls

	Pass/Fail	Importance	Action Plan#
		Essential/Important/Desirable	
Budgeting/Costing			
Ideal Cost Calculations Monthly (p. 9)	<u>Pass/Fail</u>	<u>E / I / D</u>	_____
Inventory			
Separation of Duties (p. 15)	<u>Pass/Fail</u>	<u>E / I / D</u>	_____
Perpetual Inventory (p. 17)	<u>Pass/Fail</u>	<u>E / I / D</u>	_____
Inventory Exclusions and Inclusions (p. 18)	<u>Pass/Fail</u>	<u>E / I / D</u>	_____
Pour Practices			
Measuring Devices (p. 23)	<u>Pass/Fail</u>	<u>E / I / D</u>	_____
Standardized Recipes (p. 24)	<u>Pass/Fail</u>	<u>E / I / D</u>	_____
Proper Glass Sizes (p. 24)	<u>Pass/Fail</u>	<u>E / I / D</u>	_____
Standardized Beer/Wine Pours (p. 25)	<u>Pass/Fail</u>	<u>E / I / D</u>	_____
Proper Pouring Order (p. 26)	<u>Pass/Fail</u>	<u>E / I / D</u>	_____
Proper Ice (p. 26)	<u>Pass/Fail</u>	<u>E / I / D</u>	_____
Internal Controls			
Pocketing Cash			
Hotel Issued Cash Drawers (p. 32)	<u>Pass/Fail</u>	<u>E / I / D</u>	_____
Drink Entering Standard (p. 32)	<u>Pass/Fail</u>	<u>E / I / D</u>	_____
Receipt Presentation Standard (p. 32)	<u>Pass/Fail</u>	<u>E / I / D</u>	_____
Random Bank Audits (p. 33)	<u>Pass/Fail</u>	<u>E / I / D</u>	_____
Tip Jar Placement (p. 33)	<u>Pass/Fail</u>	<u>E / I / D</u>	_____
POS Terminal Placement (p. 33)	<u>Pass/Fail</u>	<u>E / I / D</u>	_____
Security Cameras (p. 33)	<u>Pass/Fail</u>	<u>E / I / D</u>	_____
“No Sale” Button Policy (p. 33)	<u>Pass/Fail</u>	<u>E / I / D</u>	_____

Pass/Fail	Importance	Action Plan#
	Essential/Important/Desirable	

POS Manipulation

Separate Item Buttons (p. 34)	<u>Pass/Fail</u>	<u>E / I / D</u>	_____
Payment/Tab Request Standard (p. 34)	<u>Pass/Fail</u>	<u>E / I / D</u>	_____
POS Swipe Cards (p. 34)	<u>Pass/Fail</u>	<u>E / I / D</u>	_____
Bartender Productivity Log (p. 34)	<u>Pass/Fail</u>	<u>E / I / D</u>	_____

Liquor Manipulation

Bottle for Bottle Exchange Requisition (p. 35)	<u>Pass/Fail</u>	<u>E / I / D</u>	_____
Personal Belongings Policy (p. 35)	<u>Pass/Fail</u>	<u>E / I / D</u>	_____
Comp/Spill Logs (p. 35)	<u>Pass/Fail</u>	<u>E / I / D</u>	_____
Random Mystery Shopping (p. 36)	<u>Pass/Fail</u>	<u>E / I / D</u>	_____

Promotional Material

Pre-Numbered Coupons (p. 37)	<u>Pass/Fail</u>	<u>E / I / D</u>	_____
Coupon Handling Procedures (p. 37)	<u>Pass/Fail</u>	<u>E / I / D</u>	_____
Receipts and Signatures for Coupons (p. 37)	<u>Pass/Fail</u>	<u>E / I / D</u>	_____

Cocktail/Restaurant Server

Drink Ordering Process (p. 38)	<u>Pass/Fail</u>	<u>E / I / D</u>	_____
Employees Behind Bar Policy (p. 38)	<u>Pass/Fail</u>	<u>E / I / D</u>	_____

Liquor Control Action Plan

Instructions

Goals should always be: **S** – Specific **M** – Measurable **A** – Achievable **R** – Realistic **T** – Time Bound

1. **Goal/Objective.** Briefly describe each goal/objective and when the goal/objective should be met or accomplished.
2. **Measurement.** How will the goal/objective be evaluated? (Use quantitative measures such as % or dollar increase in revenue or market share and/or use qualitative measures which are descriptive of criteria.)
3. **Importance.** Rank the goal as Essential, Important, or Desirable as follows:
Essential – required for job performance
Important – helpful for job performance
Desirable – asset for job performance

1st Goal/Objective

Specific Goal Description:

Measurement:

Due Date:

Importance: Essential

Important

Desirable

Action Plan:

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Desirable – asset for job performance

2nd Goal/Objective

Specific Goal Description:

Measurement:

Due Date:

Importance: Essential

Important

Desirable

Action Plan:

Instructions

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3rd Goal/Objective

Specific Goal Description:

Measurement:

Due Date:

Importance: Essential

Important

Desirable

Action Plan:

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4th Goal/Objective

Specific Goal Description:

Measurement:

Due Date:

Importance: Essential

Important

Desirable

Action Plan:

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5th Goal/Objective

Specific Goal Description:

Measurement:

Due Date:

Importance: Essential

Important

Desirable

Action Plan:

Instructions

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Desirable – asset for job performance

6th Goal/Objective

Specific Goal Description:

Measurement:

Due Date:

Importance: Essential

Important

Desirable

Action Plan:

Instructions

FIVE DIAMOND HOSPITALITY

Goals should always be: **S** – Specific **M** – Measurable **A** – Achievable **R** – Realistic **T** – Time Bound

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Desirable – asset for job performance

7th Goal/Objective

Specific Goal Description:

Measurement:

Due Date:

Importance: Essential

Important

Desirable

Action Plan:

Instructions

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Desirable – asset for job performance

8th Goal/Objective

Specific Goal Description:

Measurement:

Due Date:

Importance: Essential

Important

Desirable

Action Plan:
