

# *15-Minute Restaurant Audit*

*Find the real issues killing your business.*



## **RESTAURANT AUDIT**

---

- Cleanliness
- Food Quality
- Service
- Compliance

TRICIAPERKINS.COM

# Welcome!

---



Hey there, I'm Tricia Perkins,

I've seen restaurants look perfect on paper yet still lose money and guests because of small service hiccups. This 15-Minute Restaurant Audit cuts to the chase: circle honest scores, spot issues like inconsistent greetings or missed upsells, and take action immediately. By the end, you'll know your Top 3 Opportunities and have the confidence to tackle them. Let's get you serving better, selling more, and building a culture that keeps folks coming back.

I'm looking forward to your increased success!

*Tricia P.*

# Steps of Service Check

---

Do you have documented Steps of Service for Hosts & Servers? If yes, rate each on consistency 1 = Rarely/Never 2 = Inconsistently (Needs Attention) 3 = Hit or Miss 4 = Solid (Ready to Build) 5 = Rock Solid (Strength).

## HOSTS

01 Greet Guests	1	2	3	4	5
02 Manage Wait Time and Area	1	2	3	4	5
03 Seating & Menu Delivery	1	2	3	4	5

## SERVERS

04 Spiel Menu and Specials	1	2	3	4	5
05 Take and Repeat Back Orders	1	2	3	4	5
06 Deliver Orders Promptly	1	2	3	4	5
07 Check Back (How is...?)	1	2	3	4	5
08 Clear and Upsell Desserts	1	2	3	4	5
09 Deliver Check and Farewell	1	2	3	4	5
10 A Gentle Signal Goodbye	1	2	3	4	5

## Identify Your 3 Lowest Scores

---

Look at the three lowest numbers you circled. Jot them here in order of lowest ➔ highest:

01 \_\_\_\_\_ (Score: )

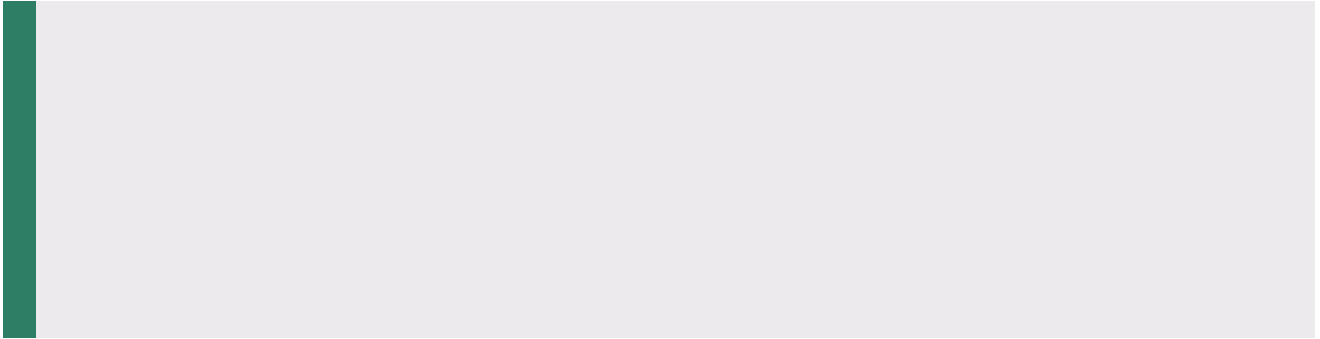
02 \_\_\_\_\_ (Score: )

03 \_\_\_\_\_ (Score: )

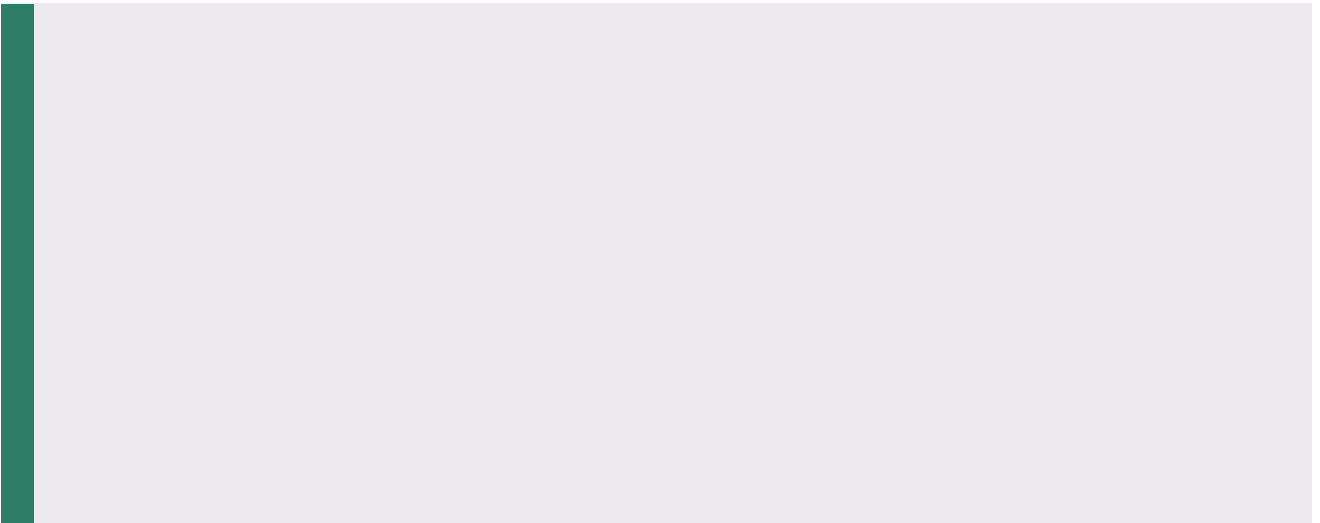
# Reflect & Commit

---

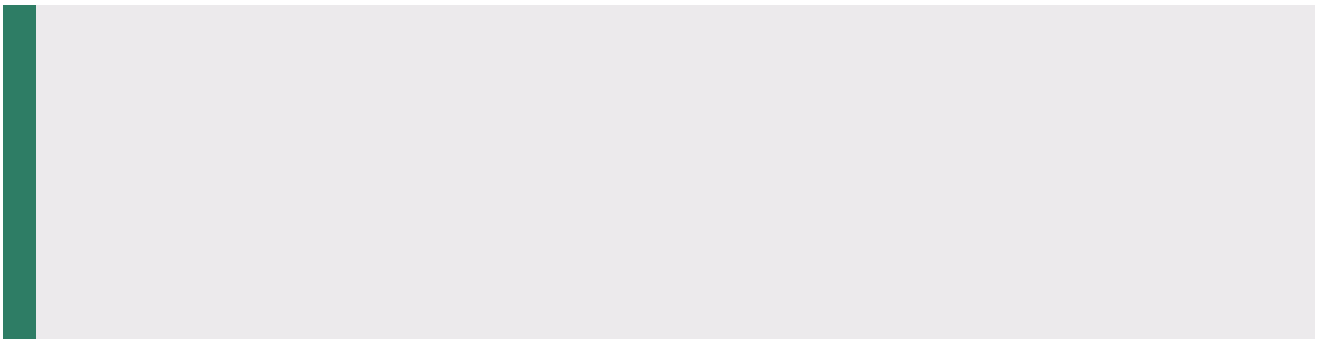
1. Why these three? (What's trippin' you up? Be real—e.g., “I rush when I'm busy,” “I forget to upsell,” etc.)



2. Action Steps: For each of those three, write one thing you'll do next shift to level up (e.g., “Practice my greeting script before clock-in,” “Repeat order back to guest every time,” “Memorize today's specials”).

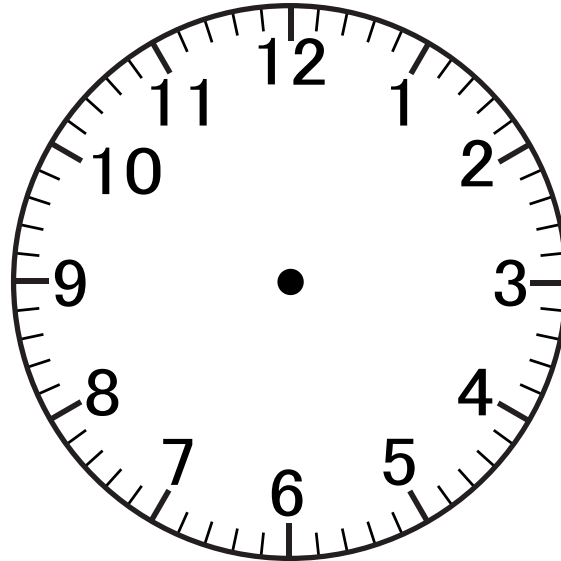


3. Strengths to Leverage: Which two steps did you score 4 or 5? How can you coach someone else or add an extra flourish next shift?

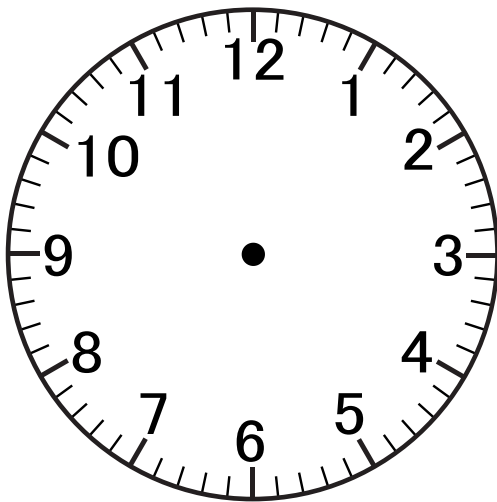


# Peak-Period Ticket Times

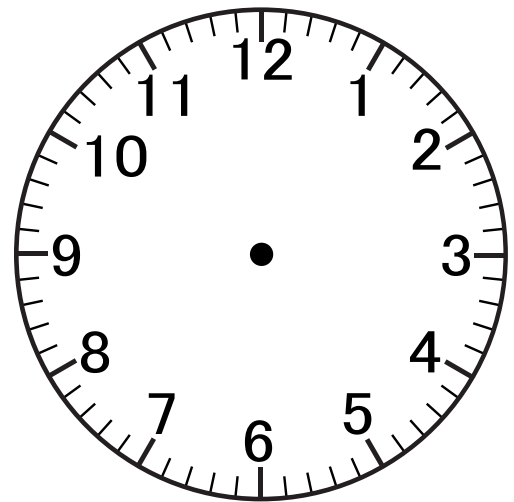
Fill in wedges on the clock face that span your peak periods.



What's your average ticket time (order→payment) during your busiest periods? Now fill in a wedge that covers each average.



Lunch (e.g. 11 AM–1 PM):  
\_\_\_\_\_ minutes



Dinner (e.g. 6 PM–8 PM):  
\_\_\_\_\_ minutes

Quick Win? If either >45 min, consider adding staff or streamlining prep.

# Patterns & Trends

What do you already see in your data?

<p><b>01</b> INVENTORY SHORTAGES ON _____ DAYS/TIMES</p>	<p><b>02</b> HIGH TIP VARIANCE BY SERVER SHIFT</p>
<p><b>03</b> DAY-OF-WEEK SALES DIPS (E.G. MON, TUE)</p>	<p><b>04</b> REVIEW RATINGS TRENDING UP/DOWN</p>
<p><b>05</b> PEAK MENU ITEMS OUT OF STOCK</p>	
<p><b>TOP 2 TRENDS TO ADDRESS:</b></p>	

# Staff Training & Competency

---

## What type of training do you use? (check all that apply)

- 1. In-house orientation
  
- 2. Online modules
  
- 3. Shadow/Mentorship
  
- 4. External Vendor
  
- 5. None/Ad Hoc

## Menu Knowledge?

- Do we require a menu test for servers/cooks/hosts before they start taking tips?  Yes  No
  
- If yes, passing score: \_\_\_\_%

## Biggest training gap right now:

# Losses, Weaknesses & Liabilities

---

Revenue drains (e.g. comps, waste):

Cost overruns (labor, food, utilities):

Liabilities (safety issues, compliance gaps):

PRIORITY ONE FIX

## Your Top 3 Opportunities

---

Review all of your previous pages and write your top 3 opportunities below.  
Include any notes and details that Tricia may need to know:

# *Ready to fix those blind spots without guessing?*

That's where my Hospitality Coaching comes in!

We'll dive into your specific pain points, build a custom action plan, and strengthen those service areas you scored low on.

Whether it's mastering a greeting script or upselling with confidence, I've walked floors with top brands and know how to turn 'hit-or-miss' into 'rock solid.'"

If you're serious about making each shift unforgettable, head to [www.triciaperkins.com](http://www.triciaperkins.com) and book your coaching session. Let's get to work.

[START MY COACHING JOURNEY](#)