

## Section 12

### Hourly

The hourly is an hour-by-hour breakdown of the store's sales. This information is extremely useful for scheduling and dough production. The hourly shows us what time each day the store becomes busy, and it shows us how much dough we are using during those busy times.

#### HOURLY SALES

From the "Door-Sheets" get the number of items sold each hour and put under the "#" column for each hour of operation.

Write the running total for each hour under the "Day" column.

Repeat this step for each hour of operation.

#### TOTAL NUMBER OF ITEMS SOLD

From the "Door-Sheets Recap Sheet" put the total number of each item made for the day.

#### DAILY SALES

##### NET SALES

From the "Door-Sheet's Recap Sheet" Total Sales less Sales Tax.

##### FOOD COST \$

From the "Daily Inventory" form "Daily Food Cost"

##### FOOD COST %

"Food Cost \$" divided by "Net Sales"

#### WEEK TO DATE SALES

This is a Day-To-Day running total for the week. Monday is added to Tuesday, Tuesday is added to Wednesday, etc.

##### NET SALES

Running total of "Net Sales" for the week.

##### FOOD COST

Running total of "Food Cost \$" for the week.

## FOOD COST%

“Food Cost \$” divided by “Net Sales.”

## LAST WEEK’S SALES

This section of the form is used to compare “Last Week’s Sales” to “This Week’s Sales.”

## NET SALES

This is “Last Week’s” “Week To Date Sales.”

## UP/DOWN

Subtract “Last Week’s Net Sales” from this week’s “Week To Date Net Sales” this will show if your sales for the week are “Up/Down.” Use the (+) or (-) to show how much your sales are up/down.

## USING THE FORM AS A MANAGEMENT TOOL

After you have (3) three to (6) six weeks of completed forms it can be used for scheduling team members, figuring how much dough to make and how much dough to proof, determining if there is a trend to “High Food Cost Percentage,” or to sales dropping off and many other things.

The “Hourly” is the most important “Form” in your store.

## SCHEDULING

If your “Labor Cost” is high or if you need help in scheduling your employees use the “#” column for (3) three to (6) six weeks and get an average number of pizzas made for each hour. Use this as a guide for scheduling.

If you are making 10 pizzas between 7:00 and 8:00 and 5 pizzas between 8:00 and 9:00 on Sunday night and you normally have (3) three team members on the clock, you need to start sending one home at 8:00.

## MAN HOURS SCHEDULING CHART

\*\*\* These manhours needed for the projected pie-hours should be used when doing your scheduling. Each store should have a six week average for each pie hour to make projecting easier. These numbers are averages.

- Always schedule at least one person on call at all times. If expecting bad weather, schedule extra people as well as extra people on call.

- Always schedule a time in and a tentative time out for all employees including the manager.

## HOW MUCH DOUGH TO MAKE/PROOF

Using a (3) three to (6) week average from your Hourly Reports, you should be able to determine how many of each size dough ball you use each day. From this total, you can tell how much dough you will need to make and proof daily.

