

Here's a helpful video about [how to calculate food cost percentage](#).



20. Menu item sales report

This report is what will tell you what your customers like and will be very useful for your chefs and kitchen managers as it allows them to plan better daily specials and prepare the best-selling dishes or the customers' favorites.

This is also the best way to find out what you need to place on your menu to increase sales, directly influencing what customers want to order and how much they are going to spend.

Here's a sample of a [Restaurant Weekly Sales and Labor Report](#) from [Restaurant Resource Group](#).

21. Hourly staff labor report

Having an hourly labor report will improve your work scheduling. Keep track of the total hours a staff worked, the category of his/her task, and part of the day. Since labor is one of the biggest costs in running a restaurant, having an hourly labor report will give you an idea when you will go over the budget of hours and if a staff member will have to go over his scheduled hours and work overtime hours.

22. Go easy on the discounts

Giving up on discounting will have an immediate effect on your bottom line. If you always offer discounts, what's the point of having a regular retail price?

Discounting costs you money and it gives people the impression that your normal prices are a rip off. Discounts will devalue your product.