

# First 30 Days Food Truck Tracker

## DAILY SHIFT CHECKLIST

### Morning Prep

- Power check: generator + propane
- Inventory restocked
- POS system tested
- Permits & signage visible
- Hot water & sanitizer levels OK
- Team assigned (cook/runner/cashier)

### During Service

- Food temps logged (start/mid/end)
- Wait times under 10 mins?
- Most requested item?
- Any complaints?
- Cash count & card reader smooth?

### Close Down

- Sales & top 3 items logged
- Leftover count (waste tracking)
- Equipment cleaned + stored
- Tip count
- Daily lesson learned or surprise issue

### Notes:

## WEEKLY SNAPSHOT

Use this section to summarize your weekly performance across key metrics.

Week	Total Sales	Best Location	Top Item	Least Popular	Breakdown Issues	Avg Wait Time	Hours Worked	Staff Notes

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## WEEKLY ACTION ITEMS

### Week 1

- Adjust portion sizes or menu pricing
- Identify your busiest time window
- Start vendor log: who's reliable and who's not

### Week 2

- Rotate in a new menu item based on feedback
- Review and reduce food waste
- Compare staff hours to sales volume

### Week 3

- Compare ROI from 3 locations
- Test a promo or loyalty offer
- Start a regulars feature on social media

### Week 4

- Conduct a mock health inspection
- Run a breakeven report
- Plan next month's test menu or event