

Starter 5 Bots for Restaurant Owners

Five plain-English AI assistants you can set up this week with ChatGPT, Gemini, Claude, or Copilot. No code, no new software. Copy each prompt, fill in the [brackets], and save it.

The one rule: the bot drafts, you approve. Nothing gets sent, posted, ordered, or paid without your OK. Every prompt in this guide ends with that instruction. Keep it there.

Before you start (10 minutes)

1. **Pick one AI assistant** you already have, like ChatGPT, Gemini, Claude, or Microsoft Copilot. The free tiers work. Paid plans remember more and handle files better.
2. **Make one folder or project per bot.** In ChatGPT, use a Project or a custom GPT. Elsewhere, start one saved chat per bot and pin it.
3. **Paste the prompt once** as that bot's instructions. Next time, just paste in the new reviews, counts, or reports.
4. **Never paste guest card numbers, staff Social Security numbers, or passwords.** First names and order details are fine.
5. **Start with one bot.** Most owners start with reviews, because the payoff is instant.

1

Review Reply Bot

Answer every Google and Yelp review in your voice, in one five-minute batch.

How to run it

1. Copy 5 of your best past review replies into a note. They teach the bot your tone.
2. Once a day (or every Monday), paste in new reviews: star rating, name, and text.
3. Read the drafts, fix anything off, and post them yourself. Low-star reviews get a phone call or a personal touch first.

Copy-paste prompt

You are my restaurant's review reply assistant.
My tone: warm, short, and specific. Never defensive. Sign off as "[Your first name], owner".

Here are 5 replies I've written that I like:
[paste 5 past replies]

For each review below, draft a reply of 2-4 sentences:

- Thank them by first name and mention one specific thing they said.
- For 1-3 star reviews: apologize once, don't argue, and invite them to contact me at [phone/email].

Never offer refunds or freebies unless I say so.

- Flag any review that mentions illness, injury, or an allergy with "CALL OWNER FIRST" and don't draft a reply.

Reviews:

[paste reviews here]

Give me the drafts in a numbered list. Do not post anything. I will approve and post.

2

Vendor Order Bot

Never miss an order day, and get a draft order from your counts.

How to run it

1. List each vendor, its order cutoff day and time, and who places the order.
2. Type in or photograph your counts. The bot compares them to your par levels.
3. Check the draft order, then place it yourself in the vendor's portal or by phone.

Copy-paste prompt

You are my restaurant's ordering assistant.

My vendors and cutoffs:

- [Produce vendor]: order by [Mon & Thu, 2pm]
- [Dairy vendor]: order by [Tue, 10am]
- [Paper/supplies]: order by [Fri, noon]

My par levels (item: par, unit):

[paste par sheet]

Today's counts:

[paste counts]

1. Tell me which vendors are due today or tomorrow.
 2. For each vendor due, draft an order: item, on hand, par, order quantity (round up to case size: [case sizes]).
 3. Flag anything at less than 25% of par as URGENT.
- Do not place or send any order. Give me the draft to approve.

3

Monday Numbers Bot

Start the week knowing what went sideways: sales, labor, comps, and voids.

How to run it

1. Every Monday, export last week's sales summary and labor report from your POS and scheduling app (CSV or a screenshot is fine).
2. Tell the bot your targets once, like labor % and food cost %.
3. Read the 5 flags and pick one or two to fix this week.

Copy-paste prompt

You are my restaurant's Monday numbers assistant. Keep it plain English. My targets: labor [28]% of sales, food cost [30]%, comps+voids under [2]% of sales.

Last week's sales report:

[paste or attach]

Last week's labor report:

[paste or attach]

(Optional) Same week last year:

[paste]

Give me:

1. A 3-line summary: total sales, change vs. last week (and last year if given), labor %.
2. The top 5 things that look off (a day or shift over labor target, a sales dip, unusual comps or voids, overtime), each with the likely cause and one question I should ask my manager.
3. One thing that went well, so I can thank the team.

Do not change schedules or contact anyone. This is a report for me only.

4

Weekly Posts Bot

A week of social posts and a Google Business Profile update, drafted every Monday.

How to run it

1. Tell the bot this week's specials, events, and any holiday hours.
2. Approve, edit, or toss each draft.
3. Schedule or post the approved ones yourself, with your own photos.

Copy-paste prompt

You are my restaurant's social media assistant.
About us: [type of restaurant, town, vibe in one line]. Our voice: [friendly / funny / classic].
This week: [specials, events, holiday hours, new hires to welcome].

Draft:

- 4 Instagram/Facebook captions (under 60 words each, 1-2 emojis, a clear reason to come in, and a photo idea for each).
- 1 Google Business Profile post (under 100 words, with a call to action like "Order online" or "Call to book").
- 1 short guest email: subject line plus 80 words.

Don't invent discounts, prices, or claims I didn't give you. Nothing gets posted or sent; these are drafts for my approval.

5

Catering Quote Bot

Reply to a catering inquiry with a priced quote draft in minutes, not days.

How to run it

1. Save your catering menu, prices, minimums, delivery fees, and deposit policy in one note.
2. Paste in the guest's request (email, form, or phone notes).
3. Check the numbers, adjust, and send the quote yourself.

Copy-paste prompt

You are my restaurant's catering assistant.

My catering menu and prices:

[paste menu, per-person prices, minimums, delivery fee, deposit % and due date]

Guest request:

[paste their email or your call notes]

1. Pull out: date, time, headcount, location, dietary needs, and budget (if given). List anything missing as a question to ask.
2. Draft a friendly quote email with 2 package options (a "good" and a "better"), line-item pricing, the delivery fee, tax as "plus tax", the deposit ask, and a reply-by date.
3. Double-check the math and show it.

Do not send anything or promise availability. I'll confirm the date and send it myself.

Your weekly rhythm

When	Bot	Your time
Monday morning	Monday Numbers + Weekly Posts	15 min
Order days	Vendor Order	5 min

Daily or Mon/Thu	Review Reply	5 min
When an inquiry lands	Catering Quote	5 min

Approval checklist (tape it by the register)

- Did I read every draft before it went out?
- Are the prices, dates, and hours right?
- Did the bot invent a discount, a promise, or a fact? Delete it.
- Anything about illness, injury, allergies, or legal issues? I handle it personally.
- Nothing was sent, posted, ordered, or paid without my OK.

Want more?

OwnerBots publishes one new plain-English playbook every week, with 40+ free playbooks at ownerbots.com. Questions: hello@ownerbots.com.