

Training Checklist – Day 3 – FOH

Name: _____

Goal: Checklists / Smoothies

Note: Only place check mark if task has been completed.

1) Task ↓	Demonstrated (check)	Initial	2) Task ↓	Demonstrated (check)	Initial
Clock in & watch Video #6			Allergy/Special order procedures	<ul style="list-style-type: none"> - Don't allow team members to be "annoyed" with special requests - Review allergen guide and how to find information (eg MarketMan + pastry list) 	
Introduce Checklists	<ul style="list-style-type: none"> - show 7Tasks and how to use it - show weekly and monthly tasks and how to check them off 		POS, Packing & Smoothies Practice	Supervised: work POS, make smoothies, pack orders & handoff Until ~ 30 minutes before end time	
Intro to Smoothies	<ul style="list-style-type: none"> - ingredients - how to prepare - toppings - add-ons (upsells) 		Quiz #6 & Douglas Emmett Safety Certificate	Go to rjwestmoretraining.com and register with Code: E9F3124 for Stella BH 2AA94D0 for Stella WW	
Temperatures <ul style="list-style-type: none"> - How to take accurate temps - What to do if temps are off - Why temps are so important 	Report to a manager immediately if the temp is not correct		Take Home	Recipes FOH & BOH to learn	
ARE THEY READY TO MOVE ON?	Completed	Initial	ARE THEY READY TO MOVE ON?	Completed	Initial
Greets every customer & initiates all conversations			Can demonstrate smoothie procedure	Level of Confidence (1-10):	
Understands allergy procedures			DE Safety Course Completed		