

Training Checklist – Day 4 – FOH

Name: _____

Goal: Checklists, Practice & Stocking (Rush Ready)

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

1) Task ↓	Demonstrated (check)	Initial	2) Task ↓	Demonstrated (check)	Initial
Review all previous quizzes and answers together	Go over quizzes taken and compare with correct answers. Explain why.		Review key procedures & items	<ul style="list-style-type: none">- how to ring up order (get the name, in-person, phone)- conversations with customers- make smoothies- restock- fill out checklists- set availability/request time off- GRID- fill out checklists	
Understanding positions/roles	Aces in their places during busy periods		Review Priorities List <ul style="list-style-type: none">- Explain purpose- Explain the reasoning behind the prioritization		
Slack Communication <ul style="list-style-type: none">- Purpose- Check at beginning of each shift			Prep List & Recipes	Introduce to MarketMan Cookbook	
Store Presentation	<ul style="list-style-type: none">- clean tables every hour or when dirty- how to restock the fridge- how to restock the storefront- people don't want "the last one"- FIFO		Backroom Knowledge: <ul style="list-style-type: none">- FIFO- Coffee Supplies- Walk-in organization- Food storage 6" above ground- Shelf life- Chemical storage and use	<ul style="list-style-type: none">Dating system (colored DayDots), Use first stickers & regular labelsOrganizational chartsExp date vs best by date	
Rush Ready	<ul style="list-style-type: none">- what does it mean- what does it look like- why it's important- think about the next shift		Waste procedure <ul style="list-style-type: none">- Why track waste- Different reasons for waste- How to track in MarketMan	<ul style="list-style-type: none">Identify trends and minimize themReport large quantities directly to your managerEmployee meals need to be tracked as well	

ARE THEY READY TO MOVE ON?	Completed	Initial	ARE THEY READY TO MOVE ON?	Completed	Initial
Registered on Slack and in all pertinent Slack channels + registered with Pointagram			Understands the priorities list		
Knowledgeable about backroom practices (FIFO, where to find things, how to store items)			Understands waste procedures Can find recipes & track waste in MarketMan		