

Training Checklist – Day 5 – FOH

Name: _____

Goal: Opening Basics

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

1) Task ↓	Demonstrate	Initial	2) Task ↓	Demonstrate	Initial
Clock in & Check Slack			Set up coffee station	- make drip coffee - tools in the right places - pitchers up side down in fridge	
Go through opening checklist	- What, how, when & why. - Explain the importance of getting ready on time.		Calibrate Espresso Grinder	Calibrate one side and let trainee calibrate the other. SEE ONE. DO ONE. TEACH ONE.	
Locations for signs	- pay attention to direction (arrows) - explain the purpose of the locations		Go over drink list	- how to make matcha - how to make chai drinks - what is chaga - what is CBD - different milks	
Patio furniture arrangement					
SONOS App	- show how to use - approved playlists		Practice POS & Drinks Learned	if espresso training is completed, practice espresso drinks	
ARE THEY READY TO MOVE ON?		Initial			Initial
Understands where signs and patio furniture goes			Understands how to calibrate the espresso grinder		
Knows where all the tools go at the coffee station			Knows how to make drinks taught	Level of Confidence (1-10):	