

Premium Shift Training Checklist

Name _____

Store # _____

*In order to receive a Premium Shift Raise, you must be fully trained and have mastered the following tasks.

Tasks:	Date:	Initials:
Operating the Alarm System -Store Safe Word		
How to turn equipment on/off		
Bread baking (optimal timing/process for openers)		
Cookie baking		
How to set up/break down the frontline -Openers check dates and record the Product Expiring Log -Openers check the Product Expiring This Month Log for expired product -Closers break down the frontline each night at/or after closing time and turn off the sandwich units so they can be thawed		
Toaster Oven Cleaning (Opener's Responsibility)		
Opening/Closing Counts for money, bread, flatbread, plates, wraps, etc. -Must have accurate counts consistently -Openers must know how to match counts to previous night's closing counts -Closers must know how to count down the drawer, coin dispenser, and change fund and how to do the final cash drop for the day		
How to Start and/or End the Day on the register		
Openers must be able to DO the bank deposit and change order		
How to turn on/off the Open Sign		
Freezer Pull- amounts to pull, labeling, etc.		
Brewing Tea, Lemonades, etc. -How to clean the bubblers -Labeling bubblers/tea logs		
Filling the hot well pan -Heating hot well products to 165°F		
Completing the Temp Log		
Making a Prep List -Must know how to prep every product in the store -Must be fast and efficient at prepping		
Dish washing		
Panning bread		
Proper cleaning procedures for closing		
Checking the Productivity Report and knowing when to send the short shift home early		