

Team Member Training Checklist

Name _____ Store # _____

***A member of the management team is required to work the first two days with a new employee**

Day 1-Intro	Day 2-Protein	Day 3-Prep/Stocking	Day 4-Cleaning	Day 5-Register
<p>___ Clock In/Out</p> <p>___ Restaurant Tour</p> <p>___ Paychex Registration</p> <p>___ Policies Explained:</p> <ul style="list-style-type: none"> • Attendance • Uniform • Appearance • Greeting Rule • Cell Phone • Employee Meals • Requested Days Off • Tips • Your Expectations <p>___ Proper Handwashing Procedures (Soap & Water)</p> <p>___ Product Introduction</p> <p>___ Hinge Cut (Practice on Dead Bread)</p> <p>___ Vegetable Formulas</p> <p>___ Scoops Training</p> <p>___ Napkin Portioning</p> <p>___ Sandwich Wrapping</p> <p>___ Sandwich Build (Start to Finish)</p> <p>___ Thru Put</p> <p>___ Shift Responsibilities Checklist (1st Person)</p> <p>*Work the vegetable side during the rush</p>	<p>___ Review Training</p> <p>___ What to Ask When Taking Customers' Orders:</p> <ul style="list-style-type: none"> • Bread • Meat • Deluxe • Cheese • Vegetables <p>___ Meat Formulas</p> <p>___ Proper Scoop Portions (Use a Scale if needed)</p> <p>___ Toaster Oven Settings</p> <p>___ Taking Product Temps</p> <p>Using the Temp Log</p> <p>___ Brew and Label Tea</p> <p>___ Shift Responsibilities Checklist (2nd Person)</p> <p>*Work the veggie side during the rush and the meat side during the slow times</p>	<p>___ Review Training</p> <p>___ Build to Chart Prep List</p> <p>___ Food Preparation</p> <p>___ Chill Lines</p> <p>___ Labeling</p> <p>___ Operating Slicers (Go over Do's and Don'ts)</p> <p>___ Sauce Bottle Build To Chart</p> <p>___ Freezer Pull</p> <p>___ Rotating Product (FIFO)</p> <p>___ Stocking Chips</p> <p>___ Stocking Bottled Cooler</p> <p>___ Stocking Beverage Station</p> <p>___ Stocking Dry Goods</p>	<p>___ Review Training</p> <p>___ Cleaning Customer Area</p> <ul style="list-style-type: none"> • Tables/Seats • Window Seals • Trash Cans <p>___ Cleaning Restrooms</p> <ul style="list-style-type: none"> • Toilet and Sink • Mirror and Walls • Stock Soap and Paper <p>___ Cleaning Beverage Area:</p> <ul style="list-style-type: none"> • Fountain • Countertop • Bubbler • Doors <p>___ Cleaning Service Area</p> <ul style="list-style-type: none"> • Sandwich Unit Glass • Cutting Boards • Cash Counter • Equipment <p>___ Washing Dishes (Wash, Rinse, Sanitize)</p> <p>___ Cleaning Products Stored Separate from Food</p>	<p>___ Review Training</p> <p>___ Register Training:</p> <ul style="list-style-type: none"> • Ringing Up Orders • Kid's Meals • Add On's • Discounts and Coupons • Reprint Receipts • Cash Drops • One-Minute Cash In <p>___ Full Bread Baking Process (Bake at least 1 Pan Together From Start to Finish)</p> <p>___ Cookie Baking (325°)</p> <p>___ Pulling/Labeling Sliders</p> <p>___ Answering the Phone (Taking Orders and Proper Phone Etiquette)</p> <p>___ Shift Responsibilities Checklist (3rd Person)</p> <p>*Work the register during the rush</p>

Employee Signature _____

Date _____

Supervisor Signature _____

Date _____