|  |  |
| --- | --- |
| **Employee Information** |  |
| Trainee Name |  |
| Trainee Position |  |

**Day 1 - Orientation**GOAL: Team member should feel welcomed, expectations and company policies outlined, and have an introduction to restaurant values, mission & culture.

[ ]  Finalize onboarding paperwork

[ ]  Restaurant Orientation

[ ]  Training Expectations & Role Review

[ ]  Restaurant Tour & Safety Review

[ ]  Review uniform expectations

|  |  |
| --- | --- |
| **Training Day Details** |  |
| Trainer Name |  |
| Station & Focus Points |  |

**Trainee & Trainer Notes Section**

This should include what was completed, what was covered, and any notes or feedback

|  |  |
| --- | --- |
| **Goals for Day** | **Notes** |
| Station Set Up |  |
| Prep Items |  |
| Cleanliness & Storage  |  |
| DOH Standards & Chemical usage |  |

**Day 2 – Position Intro, Station Set Up, Station Prep**

GOAL: Team member will begin understanding their role, any set up needs and become familiar with their area

|  |  |
| --- | --- |
| **Training Day Details** |  |
| Trainer Name |  |
| Station & Focus Points |  |
| **T**rainer Checklist  | [ ]  Review opening procedures & side work[ ]  Clocking in & out and meal breaks[ ]  Tour of walk ins, dry storage, and any other BOH areas [ ]  Review all goals for the day |

**Trainee & Trainer Notes Section**

This should include what was completed, what was covered, and any notes or feedback

|  |  |
| --- | --- |
| **Topic to Cover** | **Notes** |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |

**Day 3 – Position Intro, Station Set Up, Station Prep, Shadowing Station**

GOAL: Team member will learn about and taste our small plates menu, gaining an understanding of the flavors and composition of each menu item and learn how to work the kitchen pass.

|  |  |
| --- | --- |
| **Training Day Details** |  |
| Trainer Name |  |
| Station & Focus Points |  |
| **T**rainer Checklist  | [ ]  Review opening procedures & side work[ ]  Clocking in & out and meal breaks[ ]  Shadow full service on station [ ]  Station break down and clean up[ ]  Spend time in the pass learning about the menu, ingredients, allergies, and plating[ ]  Dishwasher training: Assist and learn the machine function[ ]  Review all goals for the day |

**Trainee & Trainer Notes Section**

This should include what was completed, what was covered, and any notes or feedback

|  |  |
| --- | --- |
| **Goals for Day** | **Notes** |
|  |  |
|  |  |
|  |  |
|  |  |

**Day 4 – Actively working station and training on station execution**

GOAL: Team member should be close to taking action on the station with set up, prep, and during service with the assistance and oversite of a trainer.

|  |  |
| --- | --- |
| **Training Day Details** |  |
| Trainer Name |  |
| Station & Focus Points |  |
| **T**rainer Checklist  | [ ]  Review opening procedures & side work[ ]  Clocking in & out and meal breaks[ ]  Shadow full service on station [ ]  Station break down and clean up[ ]  Dishwasher training: Assist and learn the machine function[ ]  Meet with Chef and review feedback  |

**Trainee & Trainer Notes Section**

This should include what was completed, what was covered, and any notes or feedback

|  |  |
| --- | --- |
| **Goals for Day** | **Notes** |
|  |  |
|  |  |
|  |  |
|  |  |

**Day 5 – Actively working station and training on station execution**

GOAL: Team member should be close to taking action on the station with set up, prep, and during service with the assistance and oversite of a trainer.

|  |  |
| --- | --- |
| **Training Day Details** |  |
| Trainer Name |  |
| Station & Focus Points |  |
| **T**rainer Checklist  | [ ]  Review opening procedures & side work[ ]  Clocking in & out and meal breaks[ ]  Station break down and clean up[ ]  Work the station with trainer |

**Trainee & Trainer Notes Section**

This should include what was completed, what was covered, and any notes or feedback

|  |  |
| --- | --- |
| **Goals for Day** | **Notes** |
|  |  |
|  |  |
|  |  |
|  |  |

**Day 6 – Trainee is owning station and trainer is shadowing trainee**

GOAL: Team member should be working the station “solo” with a trainer there to support and coach.

|  |  |
| --- | --- |
| **Training Day Details** |  |
| Trainer Name |  |
| Station & Focus Points |  |
| **T**rainer Checklist  | [ ]  Review opening procedures & side work[ ]  Clocking in & out and meal breaks[ ]  Station break down and clean up[ ]  Work the station with solo as trainer observes  |

**Trainee & Trainer Notes Section**

This should include what was completed, what was covered, and any notes or feedback

|  |  |
| --- | --- |
| **Goals for Day** | **Notes** |
|  |  |
|  |  |
|  |  |
|  |  |

**Day 7 – Trainee is owning station and trainer is shadowing trainee**

GOAL: Team member should be working the station “solo” with a trainer there to support and coach. Sit down with chef for feedback and next steps in training/transition.

|  |  |
| --- | --- |
| **Training Day Details** |  |
| Trainer Name |  |
| Station & Focus Points |  |
| **T**rainer Checklist  | [ ]  Review opening procedures & side work[ ]  Clocking in & out and meal breaks[ ]  Station break down and clean up[ ]  Work the station with solo as trainer observes [ ]  Meet with Chef and review feedback |

**Trainee & Trainer Notes Section**

This should include what was completed, what was covered, and any notes or feedback

|  |  |
| --- | --- |
| **Goals for Day** | **Notes** |
|  |  |
|  |  |
|  |  |
|  |  |