

## Training Manager Lesson Guide – Baker

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| <u>Assignment</u>                                   | <u>Instructions</u>  |
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| <b>Lesson from the Trainer and Baker courses</b>    | <ul style="list-style-type: none"> <li>• MIT needs to watch the OnDemand Lesson from the Trainer before they meet with you.</li> <li>• Meet with your MIT about the Bakery and discuss the syllabus.</li> <li>• Share your best tips, tricks, and practices for the Bakery department.</li> <li>• Introduce the MIT to their trainer in the Bakery.</li> <li>• MIT should watch the eLearning courses for MIT Baker before starting work in the Bakery.</li> <li>• Monitor the MITs training.               <ul style="list-style-type: none"> <li>○ Make sure the MIT is not working the position alone.</li> <li>○ They should be working with their Trainer and working through their tasks, not working as the only Co-worker in this area.</li> </ul> </li> <li>• Make sure they're using the Recipe Viewer every time they're making a product.</li> </ul> |
| <b>Operations Manual</b>                            | <ul style="list-style-type: none"> <li>• Begin Operations Manual Questions.</li> <li>• Print off the Need to Know Study Guide.</li> <li>• Review the Operations Manual Questions results.</li> </ul>   |
| <b>Opening, Running, and Closing</b>                | <ul style="list-style-type: none"> <li>• Confirm that the MIT has a copy of the Baker Opening, Running, and Closing Checklist and that it has been completed at least one time.</li> </ul>   |
| <b>Equipment</b>                                    | <ul style="list-style-type: none"> <li>• Discuss the preventive Maintenance of the equipment in this area.</li> <li>• Completed the Bakery Equipment Questions and verify the answers using the Key.</li> </ul>  |
| <b>Recipe Assignment</b>                            | <ul style="list-style-type: none"> <li>• Verify all recipes were made.</li> </ul>  |
| <b>Performance Checklist Sign Off</b>               | <ul style="list-style-type: none"> <li>• Meet with the MIT to discuss their performance and signoff on the Performance Checklist on the eLearning Center.</li> <li>• All of Syllabus Part A (Co-worker portion) is required to be complete before moving onto Part B Department Head.</li> </ul>   |
| <b>Department Head Food Production Expectations</b> | <ul style="list-style-type: none"> <li>• Cover the following expectations for Department Head. Working with the Co-workers to get tasks completed.               <ul style="list-style-type: none"> <li>○ Food production</li> <li>○ Temp logs</li> </ul> </li> </ul>  |

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| Assignment                    | Instructions  |
|-------------------------------|---|
| <b>Managing Labor</b>         | <ul style="list-style-type: none"> <li>○ Cleanliness</li> <li>○ Guest service</li> <li>○ Duty Rosters</li> <li>● ***Watch/Review and discuss the following videos:               <ul style="list-style-type: none"> <li>➤ FMP Step 3 Printing the Guides</li> <li>➤ FMP Using the Guides</li> <li>➤ Labor Cost Analysis Report</li> <li>➤ Hourly Productivity Report</li> <li>➤ Manager’s Pocket Schedule</li> </ul> </li> <li>● Work with the MIT to manage food production in the Bakery using the FMP Bakery Production Guide.</li> <li>● Confirm MIT has printed Labor Cost Analysis and Hourly Productivity Reports from the BOC and discuss.</li> <li>● Describe the Walking the Bar Assignment expectations.</li> <li>● Work with MIT to manage breaks in the Bakery.</li> </ul> |
| <b>Yield and Food Cost</b>    | <ul style="list-style-type: none"> <li>● Confirm that the MIT has completed the Baker Yield/Food Cost Assignments (1 and 2) in the workbook.</li> </ul>   |
| <b>Walking the Bar</b>        | <ul style="list-style-type: none"> <li>● Confirm that the MIT has completed the Walking the Bar Assignment in the workbook at least <u>twice</u>.</li> </ul>  |
| <b>Temperature Logs</b>       | <ul style="list-style-type: none"> <li>● Make sure that the MIT has the Temperature Log printed and completed.</li> </ul>   |
| <b>Positional Quiz</b>        | <ul style="list-style-type: none"> <li>● The Positional Quiz needs to be taken in the restaurant, and you should review with the MIT.</li> </ul>  |
| <b>Area Department Audit</b>  | <ul style="list-style-type: none"> <li>● After the MIT does the Department Audit, discuss results and corrective actions.</li> </ul>  |
| <b>Online Baker Syllabus</b>  | <ul style="list-style-type: none"> <li>● Finalize the Syllabus on the eLearning Center based on the work completed in this area.</li> </ul>   |
| <b>Manager Final Sign-Off</b> | <ul style="list-style-type: none"> <li>● Meet with the MIT to review their performance and complete the Manager Final Check-Off by accessing the form from their My Assignment page.</li> <li>● Review the Individual Training Status Report (ITSR) and make sure eLearning Center tasks are complete.</li> <li>● Complete the Positional Evaluation.</li> <li>● On a weekly basis fill out the MIT Assessment.</li> <li>● On a weekly basis make sure the MIT has completed the online Training Survey.</li> </ul>   |

\*\*\*These videos appear more than once, if you have already viewed these videos you may choose not to repeat.