Training Manager Lesson Guide – Hot Cook

Assignment	Instructions

Lesson from the Trainer and Hot Cook courses	• MIT needs to watch the On-Demand Lesson from the Trainer before they meet with you.
	• Meet with your MIT about the Hot Cook and discuss the online and paper syllabus.
	• Share your best tips, tricks, and practices for the Hot Cook department.
	• Introduce the MIT to their trainer in the Hot Cook area.
	• MIT should watch the eLearning courses for MIT Hot Cook before starting work in the Hot Cook Area.
	• Monitor the MITs training.
	   o Make sure the MIT is not working the position alone.
	   o They should be working with their trainer and working through their tasks, not working as the only Co-worker in this area.
	• Make sure they're using the Recipe Viewer every time they're making a product.
	• Discuss expectations of GC On The Go set up and executions.

Operations Manual	• Begin Operations Manual Questions. • Print off the Need to Know Study Guide. • Review the Operations Manual Questions results.
Opening, Running, and Closing	• Confirm that the MIT has a copy of the Hot Cook Opening, Running, and Closing Checklist and that it has been completed at least once. • Discuss Duty Roster items for the Hot Cook Area and ensure that the MIT has reviewed the suggested items. • Suggest that the MIT help identify some areas that Duty Rosters can be improved or implemented.

GC On The Go	• Confirm that the MIT has read the GC On The Go section of the Operations Manual.
	• ***Watch/Review and discuss the following videos:
	   ➢ GC On The Go Meal Packaging
	   ➢ GC On The Go Fried Chicken Meal Packaging
	   ➢ GC On The Go Pizza Meal Packaging Proper Thawing
	• Discuss any feedback the MIT has on assembling GC On The Go orders.

Assignment	Instructions
Equipment	• Discuss the preventive Maintenance of the equipment in this area. • Completed the Display Cook Equipment Questions and verify the answers using the Key.
Recipe Assignment	• Verify all recipes were made.
Performance Checklist Sign Off	• Meet with the MIT to discuss their performance and signoff on the Performance Checklist on the eLearning Center. • All of Syllabus Part A (Co-worker portion) is required to be complete before moving onto Part B Department Head.

Department Head
Food Production Expectations
 	
Managing Labor
	• Cover the following expectations for Department Head. Working with the Co-workers to get tasks completed.
	   o Food production
	   o Temp logs
	   o Cleanliness
	   o Guest service
	   o Duty Rosters
	• ***Watch/Review and discuss the following videos:
	   ➢ FMP Step 3 Printing the Guides
	   ➢ FMP Using the Guides
	   ➢ Labor Cost Analysis Report
	   ➢ Hourly Productivity Report
	   ➢ Manager's Pocket Schedule
	   ➢ Food Cost 101 - Hot Cook
	• Work with the MIT to manage food production in the Hot Cook area using the FMP Hot Cook Production Guide.
	• Confirm MIT has printed Labor Cost Analysis and Hourly Productivity Reports from the BOC and discuss. Read Food Cost 101 (Manager's Handbook on the Portal under Department> Training Center).
	• Watch/review the Food Cost 101 OnDemand video.
	• Read the Managing Breaks page.
	• Complete the Hot Cook Yield/Food Cost Assignment.
	• Complete the Waste Chart Assignment.
	• Describe the Walking the Bar Assignment expectations.
	• Work with MIT to manage breaks in the Hot Cook area.

Purge and Organize Cooler	• Discuss the Leftover Chart with the MIT. • Review their plan for using Leftover Recipes.

Assignment	Instructions
Waste Chart	• Confirm that the MIT tracked waste for at least one day. • Discuss the Waste Chart Activity results.
Walking the Bar	• Confirm that the MIT has completed the Walking the Bar Assignment in the workbook at least once.
Temperature Logs	• Make sure that the MIT has the Temperature Log printed and completed.
Positional Quiz	• The Positional Quiz needs to be taken in the restaurant, and you should review with the MIT.
Area Department Audit	• After the MIT does the Department Audit, discuss results and corrective actions.
Online Hot Cook Syllabus	• Finalize the Syllabus on the eLearning Center based on the work completed in this area.
Manager Final Check-Off	• Meet with the MIT to review their performance and complete the Manager Final Check-Off by accessing the form from their My Assignment page. • Review the Individual Training Status Report (ITSR) and make sure eLearning Center tasks are complete. • Complete the Positional Evaluation. • On a weekly basis fill out the MIT Assessment. • On a weekly basis make sure the MIT has completed the online Training Survey.

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