

## Training Manager Lesson Guide – Meat Cutter

<u>Assignment</u>	<u>Instructions</u>
<b>Lesson from the Trainer and Meat Cutter courses</b>	<ul style="list-style-type: none"> <li>• MIT needs to watch the On-Demand Lesson from the Trainer before they meet with you.</li> <li>• Meet with your MIT about the Meat Cutter and discuss the online and paper syllabus.</li> <li>• Share your best tips, tricks, and practices for the Meat Cutter department.</li> <li>• Introduce the MIT to their trainer in the Meat Cutter.</li> <li>• MIT should watch the eLearning courses for MIT Meat Cutter before starting work in the Meat Room.</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>○ Make sure they are using a cutting glove.</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 Meat Room Opening, Running, and Closing Checklist and that it has been completed at least once.</li> <li>• Discuss Duty Roster items for the Meat Room and ensure that the MIT has reviewed the suggested items.</li> <li>• Suggest that the MIT help identify some areas that Duty Rosters can be improved or implemented.</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 Equipment Questions and verify the answers.</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> </ul>

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	<ul style="list-style-type: none"> <li>All of Syllabus Part A (Co-worker portion) is required to be complete before moving onto Part B Department Head.</li> </ul>
<p><b>Department Head</b> <b>Food Production Expectations</b></p> <p><b>Managing Labor</b></p>	<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> <li>Cleanliness</li> <li>Guest service</li> <li>Duty Rosters</li> </ul> </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> <li>Proper Thawing</li> <li>Food Cost 101 – Meat Cutter</li> </ul> </li> <li>Confirm MIT has printed Labor Cost Analysis and Hourly Productivity Reports from the BOC and discuss.</li> <li>Read the Labor Cost 101 under the Manager’s Handbook (Portal&gt; Departments&gt; Training Center).</li> <li>Work with the MIT to manage food production in the Meat Room using the FMP Meat Prep Production Guide.</li> <li>Work with MIT to manage breaks in the Meat Room.</li> </ul>
<p><b>Purge and Organize Meat Cooler</b></p>	<ul style="list-style-type: none"> <li>Confirm that the MIT has purged and organized the meat cooler at least once.</li> </ul>
<p><b>Freezer Pull</b></p>	<ul style="list-style-type: none"> <li>Work with the MIT on any Freezer Pulls in the Meat Room.</li> </ul>
<p><b>Positional Quiz</b></p>	<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>
<p><b>Area Department Audit</b></p>	<ul style="list-style-type: none"> <li>After the MIT does the Department Audit, discuss results and corrective actions.</li> </ul>
<p><b>Online Meat Cutter Syllabus</b></p>	<ul style="list-style-type: none"> <li>Finalize the Syllabus on the eLearning Center based on the work completed in this area.</li> </ul>

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<b>Manager Final Check-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.