

Training Manager Lesson Guide – Prep Person

<u>Assignment</u>	<u>Instructions</u>
Lesson from the Trainer and Prep Person courses	<ul style="list-style-type: none"> • MIT needs to watch the On-Demand Lesson from the Trainer before they meet with you. • Meet with your MIT about the Prep Person and discuss the online and paper syllabus. • Share your best tips, tricks, and practices for the Prep Person department. • Introduce the MIT to their trainer in the Prep Person. • MIT should watch the eLearning courses for MIT Prep Person before starting work in the Prep Area. • Monitor the MITs training. <ul style="list-style-type: none"> ○ Make sure the MIT is not working the position alone. ○ Make sure they are using a cutting glove. ○ 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.
Operations Manual	<ul style="list-style-type: none"> • Begin Operations Manual Questions. • Print off the Need to Know Study Guide. • Review the Operations Manual Questions results.
Opening, Running, and Closing	<ul style="list-style-type: none"> • Confirm that the MIT has a copy of the Display Cook Opening, Running, and Closing Checklist and that it has been completed at least one time.
Equipment	<ul style="list-style-type: none"> • Discuss the preventive Maintenance of the equipment in this area. • Completed the Equipment Questions and verify the answers using the Key.
Recipe Assignment	<ul style="list-style-type: none"> • Verify all recipes were made.
Performance Checklist Sign Off	<ul style="list-style-type: none"> • 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.

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<p>Department Head Food Production Expectations</p> <p>Managing Labor</p>	<ul style="list-style-type: none"> • Cover the following expectations for Department Head. Working with the Co-workers to get tasks completed. <ul style="list-style-type: none"> ○ Food production ○ Temp logs ○ Cleanliness ○ Guest service ○ Duty Rosters • ***Watch/Review and discuss the following videos: <ul style="list-style-type: none"> ➤ FMP Step 3 Printing the Guides ➤ FMP Using the Guides ➤ Labor Cost Analysis Report ➤ Hourly Productivity Report ➤ Manager’s Pocket Schedule ➤ Labor Cost 101 • Confirm MIT has printed Labor Cost Analysis and Hourly Productivity Reports from the BOC and discuss. Read the Managing Breaks page in the workbook. • Read Labor Cost 101 on the portal and discuss 5 killers of productivity with MIT. • Describe the Walking the Bar Assignment expectations. • Work with the MIT to manage food production in the Prep area using the FMP Cold Choice Production Guide. • Work with MIT to manage breaks in the Prep area.
<p>Purge and Organize Walk-in Cooler</p>	<ul style="list-style-type: none"> • Confirm MIT purged and organized the Walk-In Cooler.
<p>Walking the Bar</p>	<ul style="list-style-type: none"> • Confirm that the MIT has completed the Walking the Bar Assignment in the workbook at least once.
<p>Temperature Logs</p>	<ul style="list-style-type: none"> • Make sure that the MIT has the Temperature Log printed and completed.
<p>Positional Quiz</p>	<ul style="list-style-type: none"> • The Positional Quiz needs to be taken in the restaurant, and you should review with the MIT.
<p>Area Department Audit</p>	<ul style="list-style-type: none"> • After the MIT does the Department Audit, discuss results and corrective actions.
<p>Online Prep Person Syllabus</p>	<ul style="list-style-type: none"> • Finalize the Syllabus on the eLearning Center based on the work completed in this area.

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Manager Final Check-Off	<ul style="list-style-type: none">• 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.