

Prep Person at a Glance

Assignments

- Review the online Prep Person Syllabus.
- Print the Prep Person Need to Know Study Guide.
- Print and answer the Prep Person Operations Manual Questions. Verify your answers using the key.
- Download and print the Prep Person Opening, Running, and Closing Checklist.
- Complete the entire checklist at least once.
- Download and review the sample Duty Rosters Planner in the Operations Manual.
- Assist in the completion of the Prep Person Duty Roster items.
- Work with the person responsible for cleaning and preventive maintenance in the Prep Area using the list on the online syllabus.
- Read about the equipment listed on the online syllabus in the Equipment Manual and the Prep Person section of the Operations Manual.
- Print and answer the Prep Area Equipment Questions. Verify your answers using the key.
- Make all of the recipes prepared in your restaurant's Prep Area including breakfast items. Refer to the Recipe Assignment in the workbook for a list of core recipes.
- Work as a Department Head for a minimum of one shift.
- While working as the Department Head, focus on Guest service, labor management, recipe adherence, production levels, and cleanliness.
- Use the tools listed on the workbook syllabus when working as the Department Head.
- If using FMP, print the FMP Production Guide for this area from the Back Office Computer. If not using FMP, print your restaurant's guides and use the guide to manage food production.
- Work with the Manager to set and manage production levels for the Prep Area throughout your shifts.
- Work a minimum of one Opening shift in the Prep department.
- Purge and organize the walk-in cooler.
- Complete the Walking the Bar assignment found in your workbook at least once.
- Work with your Training Manager to run breaks in the Prep department.
- Print the Labor Cost Analysis and the Hourly Productivity Report from the Back Office Computer.
- Download and print the Temperature Log from the Golden Corral Portal.
- Complete a Temperature Log for all Prep items at required times during all shifts in the Prep Area.
- Print and perform a Prep Department Audit.

OnDemand videos

- Lesson from the Trainer – Prep Person

eLearning Center courses, quizzes, and exams specific to Prep Department

- Intro to the Prep Person Position
- Prep Area Safety
- Prep Person Operations Manual Questions
- MIT Prep Person Quiz

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End of Week Meeting with the Trainer topics

- Questions about the Prep Area equipment
- Needed Prep Area Equipment repairs
- Completion of the Prep Person Manager Final Performance Sign-off
- Completion of the Prep Person – Part A Syllabus Sign-off
- Setting and managing production levels for the Prep department
- Running breaks in the department
- MIT Prep Person Quiz results
- The results and any corrective actions found during the Prep Department Audit
- Review your performance in the Prep Area
- Completion of the Prep Person – Part B Syllabus Sign-off
- Completion of the Positional Evaluation in your workbook
- Completion of the Prep Person Manager Final Sign-off