

Utility Person at a Glance

Assignments

- Review the online Utility Person Syllabus.
- Print the Utility Person Need to Know Study Guide.
- Print and answer the Utility Person Operations Manual Questions. Verify your answers using the key.
- Download and print the Utility Person Opening, Running, and Closing Checklist.
- Complete the entire checklist at least once.
- Work as a Drop and Go person for at least one shift.
- Download and review the sample Duty Rosters Planner in the Operations Manual.
- Assist in the completion of the Utility Person Duty Roster items.
- Work with the person responsible for cleaning and preventive maintenance in the Utility Department using the list on the online syllabus.
- Read about the equipment listed on the online syllabus in the Equipment Manual and the Utility Person section of the Operations Manual.
- Print and answer the Utility Person Equipment Questions. Verify your answers using the key.
- Work as a Department Head for a minimum of one shift.
- While working as the Department Head, focus on Guest service, labor management, and cleanliness.
- Use the tools listed on the workbook syllabus when working as the Department Head.
- Read the Food Safety & Sanitation section of the Operations Manual.
- Print and answer the Food Safety Operations Manual (Utility Person) Questions. Verify your answers using the key.
- Print the Sanitation Walk-Through from the GC Portal.
- Complete the entire checklist at least once.
- Complete the Chemical Crossword Puzzle in your workbook. Verify your answers using the key.
- Work with your Training Manager to run breaks in the Utility Person department.
- Print the Labor Cost Analysis and the Hourly Productivity Report from the Back Office Computer.
- Print and perform a Utility Department Audit.

OnDemand videos

- Lesson from the Trainer – Utility Person

eLearning Center courses, quizzes, and exams specific to the Utility Department

- Intro to the Utility Person Position
- Utility Checklist and Routine
- Utility Person Operations Manual Questions
- MIT Food Safety Utility Questions
- MIT Utility Person Quiz

End of Week Meeting with the Trainer topics

- Questions about the Utility Person Department equipment
- Needed Utility Department Equipment repairs
- Completion of the Utility Person Manager Final Performance Sign-off
- Completion of the Utility Person – Part A Syllabus Sign-off
- Running breaks in the department
- Labor Cost Analysis and the Hourly Productivity Report
- MIT Utility Person Quiz results
- The results and any corrective actions found during the Utility Department Audit
- Review your performance in the Utility Department
- Completion of the Utility Person – Part B Syllabus Sign-off
- Completion of the Positional Evaluation in your workbook
- Completion of the Utility Person Manager Final Sign-off