

## Week at a Glance – Week 5

### Workbook Assignments

- Review the online Week 5 Syllabus.
- Review the Daily Management Routine checklist.
- Read the Introduction to Closing.
- Print GC Traditional Favorites Troubleshooting Guide.
- Watch the required Virtual Class recordings and complete the response surveys.
- Enroll in ServSafe online course.
- Actively manage Running and Closing shifts to ensure food production and labor costs are in line.
- Complete all administrative closing paperwork.
- Use the Daily Management Routine Checklist.
- Use the Matrix Checklist.
- Complete the Leftovers Assignment.
- Print a Manager's Schedule (If using Hot Schedules, print the Roster Report.)
- Run the Labor Distribution Report, Hourly Productivity Report, and Overtime Report.
- Read the ROIP section of the Operations Manual.
- Complete the ROIP Workbook Questions.
- Perform a Facilities Brand Standards Review.
- Analyze the last EcoSure Food Safety Audit.
- Review where the Right to Know Station is.
- Verify that there are working thermometers in every cooler and freezer.
- Verify that the Cooks are taking temperatures before placing items on the bars. If you notice opportunities, take the time to correct and retrain if necessary. If they are doing a great job, write up a Golden Nugget for the Co-worker.
- Use eLearning to verify that all Co-workers are certified in Safe Tracks and create a SMART Action Plan if not in compliance.
- Discuss the SMART Action Plan on the eLearning Safe Tracks compliance.
- Read the Security section of the Administrative Guide.
- Complete the Security Workbook Questions and verify your answers.
- Print a Security Checklist and complete in your restaurant.
- Complete 25 table visits every day and record on Table Visit Assignment form.
- Learn a minimum of a 100 guest in the next 4 weeks.
- Discuss what Golden Nugget is.
- Discuss Process of onboarding a new Co-worker.
- Discuss Current Employee Handbook
- Sit in on any Interviews and onboarding for the week. \*
- Read the eLearning Co-worker Training Reports Overview.
- Complete the eLearning Assignment.
- Read the Training Department Quarterly Newsletter.
- Attend a weekly Management Meeting.
- Check restaurant emails on a daily basis.
- Shadow a Manager completing a Co-worker Schedule.
- Print out the Forecasted Meals for the Current Week.
- Read Conducting an Employee Interview.

### OnDemand videos

- Time Report
- Time Editing – Back Office
- Time Editing – Time Clock Edits
- Overtime Prediction Report Writing Action Plans

## Week at a Glance – Week 5

- POSi Touch : Adding an Employee Part 1
- POSi Touch : Adding an Employee Part 2
- The Art of Preshift Meetings: Intro
- The Art of Preshift Meetings: Step 1
- The Art of Preshift Meetings: Step 2
- The Art of Preshift Meetings: Step 3
- The Art of Preshift Meetings: Wrap Up

### **eLearning Center courses, quizzes, and exams**

- ROIP Workbook Questions
- Security Workbook Questions
- Solving Problems & Resolving Conflict
- Setting the Stage for Hospitality
- Guest Service Exam
- Building Bench Strength Through Recruiting
- Hiring Well through Excellent Interviewing
- Onboarding Your New
- Improving through Progressive Discipline
- Human Resource Management Exam
- GC Traditional Favorites Quiz

### **End of Week Meeting with the Trainer topics**

- Discuss the restaurant's performance during Lunch to Dinner transitions with the Training Manager.
- Monitor production/slowdown at Closing.
- Managing waste.
- Handling leftovers.
- Suggestions for improvements in managing labor.
- Recipe issues/corrections.
- Facilities Brand Standards Review violation solutions.
- Interviews, Orientations and Scheduling for the week/
- Repeat or critical items missed on EcoSure Food Safety Audit.
- Review your performance in the Week 5
- Completion of the Week 5 Syllabus
- Completion of the Week 5 Evaluation in your workbook
- Completion of the Week 5 Manager Final Sign-off

\*Indicates items that appear on more than one syllabus. You will need to complete this over the next 4 weeks.