

Week at a Glance – Week 6

Workbook Assignments

- Review the online Week 6 Syllabus.
- Review the Daily Management Routine checklist.
- Read the Introduction to Opening.
- Watch the required Virtual Class recordings and complete the response surveys. Continue working on the ServSafe Course.
- Complete the Opening/Closing Workbook Questions.
- Complete the POS Management Transaction questions
- Use the Daily Management Routine Checklist.
- Read the Food cost 101 section of the Manager's Handbook.
- Use the Matrix Checklist.
- Discuss your findings from the Leftover Assignment with the Training Manager from week 5.
- Print a Manager's Schedule. (If using Hot Schedules, print the Roster Report.)
- Run the Hourly Productivity Report and Overtime Report from the BOC.
- Culinary Visit Completed and discussed.
- Read the Off Premise Reading Supplement.
- Read Impacting Food Cost Supplement.
- Food Cost Summary Assignments 1&2 completed.
- Use the Usage Tracking Sheets to record your information.
- Use the Waste Chart.
- Complete 25 table visits every day and record on the Table Visit Assignment form.
- Read the Product Cycle in the Prep section of the Operations Manual.
- Print and complete the Inventory, Ordering, and Receiving Workbook Questions and verify your answers.
- With assistance from the Manager, complete an Inventory, transmit an order, and receive trucks from all delivery companies.
- Complete the Inventory, Ordering, and Receiving Checklist in your workbook.
- Complete end of week Food Cost Inventory
- With a Manager, Input invoices for the week.
- Discuss the GC On The Go staffing and sales.
- Shadow a Manager completing a Co-worker Schedule.
- Sit in on any Interviews and onboarding for the week. *
- Check the store emails daily. Conduct a Preshift Meeting with the Training Manager.
- Attend a weekly Management Meeting.

OnDemand videos

- Lesson from the Trainer – Tracking Usage
- FMP Step 1 – Add, Edit, Remove
- FMP Step 1 – Usage Calculator
- Inventory Systems - Item Master Maintenance Overview
- Inventory Systems - Add, Edit, and Search
- Inventory Systems - Print Worksheets and Entry Part 1
- Inventory Systems - Print Worksheets and Entry Part 2
- Inventory Systems - Order Entry and Transmit Order
- Portion Control/Portion Cost
- Food Cost Summary

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eLearning Center courses, quizzes, and exams

- Opening/Closing Workbook Questions
- Figure 8
- Inventory Workbook Questions

End of Week Meeting with the Trainer topics

- Discuss any Virtual Classes that were completed.
- Discuss ServSafe progress.
- Discuss their Culinary Visit.
- Discuss the Food Cost Assignment.
- Review the Usage tracking Assignment.
- Discuss the restaurant's performance during Breakfast to Lunch transitions.
- Discuss observations during Managing Food activities.
- Run an Overtime Report and discuss suggestions for Labor improvements.
- Establish plan for reducing waste and implementing ideas to reduce waste.
- Discuss performance on Inventory, Ordering, and Receiving.
- Discuss the Food Cost for the week.
- Review any Interviews that were completed this week.
- Discuss staffing levels and upcoming Interviews/Orientations for the next week.
- Review your performance in the Week 6.
- Completion of the Week 6 Syllabus.
- Completion of the Week 6 Evaluation in your workbook.
- Completion of the Week 6 Manager Final Sign-off.

Stretch Projects

- Complete any stretch projects, if applicable.

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