

Week at a Glance – Week 7

Workbook Assignments

- Review the online Week 7 Syllabus.
 - Review the Daily Management Routine checklist.
 - Watch the required Virtual Class recordings and complete the response surveys. Complete the ServSafe Course.
 - Read the Labor Cost 101 section of the Manager's Handbook.
 - Use the Daily Management Routine Checklist.
 - Use Matrix Checklist to ensure all required items are on the bars.
 - Complete the Walking the Bar Assignment.
 - 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.
 - Print a Manager's Schedule. (If using Hot Schedules, print the Roster Report.)
 - Print the following: Labor Distribution Report, Overtime Prediction Report, and Labor Cost Analysis Report.
 - Complete the People First Visit.
 - Have 5 Co-workers explain and point out the Right to Know Station. *
 - Review the eLearning assignment of Co-Worker certified in Safe Tracks.
 - Complete 25 table visits daily and record on the Table Visit Assignment form.
 - Print and review the SMG reports.
 - Complete the SMG Assignment.
 - Enter in Invoices.
 - Read the Scheduling and Productivity section of the Operations Manual.
 - Print and complete the Labor/Scheduling Workbook Questions and verify your answers.
 - Monitor hours used and productivity throughout the shift.
 - Develop a SMART Action Plan for 2 departments that missed labor.
 - Complete a Co-Worker schedule Solo.
 - Monitor time edits for the week.
 - Perform any tip adjustments approved by the Server and Training Manager.
 - Use the Overtime Prediction Report daily to identify Co-workers approaching overtime.
 - Check the store emails daily.
 - Conduct a Preshift Meeting with the Training Manager.
- Attend a weekly Management Meeting.

OnDemand videos

- SMG Video Series
- Labor Cost Analysis Report

eLearning Center courses, quizzes, and exams

- Labor/ Scheduling Workbook Questions
- Delegating: Groom Your Next Superstar
- Coaching: Invest in Improvement
- Social Learning
- Improving How You Are Perceived
- Operating Within Your Budget
- Self-Management Exam
- Need to Know Quiz

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End of Week Meeting with the Trainer topics

- Discuss any Virtual Classes that were completed.
- Discuss ServSafe progress.
- Breakfast to Lunch Transition challenges and strengths.
- Your suggestions for any labor improvements.
- Review SMART Action plan for departments who didn't meet labor for the week.
- Review their People First Visit.
- Follow up on the Right to Know SDS Sheets.
- Review SMART Action plan to get Co-workers to 100% certified in Safe Tracks.
- Review SMART Action plan to raise the store eLearning metrics by 10% for Co-workers certified in one or more positions by the end of next week.
- Review how Table Touches are going and their 100 club.
- Your possible solutions for challenges with SMG comments.
- Follow up on the SMG Assignment that was completed to Increase the number of responses.
- Follow up on Inventories, Ordering and Receiving of deliveries.
- Servers under reporting tips with the Training Manager.
- Your solutions to limiting overtime hours.
- 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 7.
- Completion of the Week 7 Syllabus.
- Completion of the Week 7 Evaluation in your workbook.
- Completion of the Week 7 Manager Final Sign-off.

Stretch Projects:

- Complete any stretch projects, if applicable

Training Manager Actions:

- Plan for the MIT's Food School Workshop assignment.
- Contact the Training Department for a ServSafe exam, if applicable. The email address is GCTraining@GoldenCorral.net.

* The last 2 chemical SDS Sheets were Sink and Surface Sanitizer and Peroxide Multi-Surface Cleaner Disinfectant.