

BAZIL SERVER TRAINING SCHEDULE – This copy to be used by the trainer during training shift then placed back in trainee’s folder.

TRAINEE NAME: _____

DAY 1 – 1 st Follow	DAY 2 – 2 nd Follow	DAY 3 – 1 st lead	DAY 4 – Last lead
<p>Date: _____ Time: _____</p> <p>Trainer: _____</p> <p>This is simply an observation shift for the trainee, no hands on just yet. Make sure the trainee stays close by your side at all times so you can explain everything your doing and why we do it that way.</p> <ul style="list-style-type: none"> <input type="checkbox"/> Uniform review, hair, shoes, shirt, pants etc. <input type="checkbox"/> Punching in on Micros <input type="checkbox"/> Tour of facility <input type="checkbox"/> Review of general company policies, posted <input type="checkbox"/> Review of family history <input type="checkbox"/> Review floor chart & table #'s <input type="checkbox"/> Putting together a take out order <input type="checkbox"/> Pre-shift station check, how & why <input type="checkbox"/> Max # of tables/guests per station, why <input type="checkbox"/> Busser responsibilities <input type="checkbox"/> Hostess responsibilities <input type="checkbox"/> Review 86'd items list <input type="checkbox"/> <input type="checkbox"/> Review server stations, what's there <input type="checkbox"/> Hand washing, why, where, when <input type="checkbox"/> Soups, garnish and consistency <input type="checkbox"/> Breadsticks, tray up, cooking, grabbing <input type="checkbox"/> Explain "The Greeting statement" <input type="checkbox"/> Gift cards & taste of independence <input type="checkbox"/> When to order what, proper timing <input type="checkbox"/> Carrying a tray properly, tray stands <input type="checkbox"/> Dishwasher pit maintenance, keep clean <input type="checkbox"/> Glassware & silverware placement, why <input type="checkbox"/> Review types of pastas – from menu <input type="checkbox"/> Review garnishing plates – from menu <input type="checkbox"/> Utensils that go with dishes – from menu <input type="checkbox"/> Evaluation form completed by trainer 	<p>Date: _____ Time: _____</p> <p>Trainer: _____</p> <p>On this shift, you will begin to let the trainee start carrying trays, getting drinks and breadsticks and using the micros computer. Make sure the trainee stays close by your side so you can explain everything your doing. Let the trainee know that on their next shift, they will be doing everything on their own with a trainer following them!</p> <ul style="list-style-type: none"> <input type="checkbox"/> Uniform review, hair, shoes, shirt, pants etc. <input type="checkbox"/> Review punching in and out <input type="checkbox"/> Finding and cleaning your station <input type="checkbox"/> Always repeat order back to guest <input type="checkbox"/> Carrying a tray properly, again <input type="checkbox"/> Explain "The Greeting statement" again <input type="checkbox"/> Pre-bussing and why its important <input type="checkbox"/> Bussing a table and reset properly <input type="checkbox"/> Garnishing dishes <input type="checkbox"/> Utensils that go with dishes, again <input type="checkbox"/> Tearing paper for table tops <input type="checkbox"/> Proper use of take out/doggie containers <input type="checkbox"/> How to open and serve bottle of wine <input type="checkbox"/> Opening a check on Micros <input type="checkbox"/> Ordering items on Micros, check 2x! <input type="checkbox"/> Closing out a check on Micros <input type="checkbox"/> Rolling silverware correctly & neatly <input type="checkbox"/> Carpet sweeping, station cleaning <input type="checkbox"/> Review "Dropping The Check" <input type="checkbox"/> Evaluation form completed by trainer <p>Take Server Policies and Menu Test:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Passed <input type="checkbox"/> Failed, try again on next shift 	<p>Date: _____ Time: _____</p> <p>Trainer: _____</p> <p>This is the first shift that the trainee will be the "server". The trainer will follow them and make sure they are following the instructions that have been communicated to them up until now. Never leave their side because they will have many questions and still need to be guided. Let the trainee do these on their own:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Uniform review, hair, shoes, shirt, pants etc. <input type="checkbox"/> Punch in on Micros <input type="checkbox"/> Find your station, clean your station <input type="checkbox"/> Check your station <input type="checkbox"/> Check in at hostess desk <input type="checkbox"/> Review 86'd items <input type="checkbox"/> Greet tables properly, memorize statement <input type="checkbox"/> Sell orders and write tickets <input type="checkbox"/> Anticipating customer requests <input type="checkbox"/> Organize customer requests, combine <input type="checkbox"/> Deliver items carrying a tray properly <input type="checkbox"/> Garnish dishes properly <input type="checkbox"/> Utensils that go with dishes <input type="checkbox"/> Close check on Micros <input type="checkbox"/> Closing your station <input type="checkbox"/> Rolling silverware correctly & neatly <input type="checkbox"/> Dish pit maintenance, placements <input type="checkbox"/> Cashing out <input type="checkbox"/> Evaluation form completed by trainer <p>Second try, if necessary, of server test:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Passed <input type="checkbox"/> Failed, do you want this job? 	<p>Date: _____ Time: _____</p> <p>Trainer: _____</p> <p>This is the last training shift for the trainee. Be sure the trainer watches and listens to everything and guides and corrects the trainee so that they will be successful on their own on their next shift. Stay close to the trainee at all times !!! Watch closely at the following:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Uniform review, hair, shoes, shirt, pants etc. <input type="checkbox"/> Punch in on Micros <input type="checkbox"/> Find your station, clean your station <input type="checkbox"/> Checking your station <input type="checkbox"/> Checking in at hostess station <input type="checkbox"/> Checking 86'd items <input type="checkbox"/> Greeting tables, memorize statement <input type="checkbox"/> Up selling appetizers and drinks <input type="checkbox"/> Opening & closing checks on Micros <input type="checkbox"/> Understanding ticket times <input type="checkbox"/> Keeping a good pace with the orders <input type="checkbox"/> Carrying a tray properly <input type="checkbox"/> Garnishing dishes properly <input type="checkbox"/> Utensils that go with dishes <input type="checkbox"/> Anticipating customer requests <input type="checkbox"/> Organizing customer requests <input type="checkbox"/> Ability of selling desserts <input type="checkbox"/> Closing your station <input type="checkbox"/> Cashing out <input type="checkbox"/> Evaluation form completed by trainer <p>Schedule a Food Running Shift:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Date: _____
Mngr Reviewing: _____	Mngr Reviewing: _____	Mngr Reviewing: _____	Mngr Reviewing: _____

