

SERVER TRAINING OUTLINE - (name of Trainee)

TRAINING DAY #	DAY 1		DAY 2	DAY 3	DAY 4	
DAY OF THE WEEK	THURSDAY		TUESDAY	THURSDAY	SUNDAY	
DATE	9/9/2021		9/14/2021	9/16/2021	9/19/2021	
TIME	8:45am - 2pm		9AM	6AM	8AM	11AM
WORK GROUP	ORIENTATION		EXPO	OPENING SERVER (LADIES SIDE)	BUSSER	CLOSING SERVER
TRAINER	MELANIE	SARAH & KAREN	M.O.D. AND/OR CHEF MARKUS	HOLLY	VICTORIA/SAL/DANNY	
FOCUS	CLUB CULTURE, TOUR, NBCC FACTS	TRAINING SCHEDULE, AVAILABILITY, TOUR	FOOD IDENTIFICATION. LEARN ALL THE CONDIMENTS, SIDE DISHES, LEARN TO RUN FOOD. FLOOR MAP.	OPENING SIDEWORK AND DUTIES. STARTING A CHECK. LEARNING MEMBERS NAMES. RUNNING SIDEWORK. OPENING SERVER'S CLOSING SIDEWORK.	OPENING BUSSER SIDEWORK DUTIES. ALL BUSSER DUTIES THROUGHOUT THE SHIFT.	ALL CLOSING SERVER OPENING, RUNNING AND CLOSING DUTIES. JONAS TRAINING.
FOOD TASTING			ONE BREAKFAST ITEM	ONE BREAKFAST ITEM	ONE LUNCH ITEM	
QUIZ	NONE		NONE	FLOOR MAP QUIZ	NONE	
TRAINING DAY #	DAY 5		DAY 6	DAY 7	DAY 8	
DAY OF THE WEEK	TUESDAY		THURSDAY	SUNDAY	LIVE SHIFT	
DATE	9/21/2021		9/23/2021	9/26/2021		
TIME	8AM		9AM			
WORK GROUP	WEDGE SERVER		MID SERVER	SERVER FOLLOW	ASSESSMENT	
TRAINER	ANA FLORES		JIMENEZ		KAREN SO OR SARAH SANCHEZ	
FOCUS	OPENING SET UP, RUNNING SIDEWORK, JONAS TRAINING. ALL WEDGE DUTIES AND WEDGE CLOSING SIDEWORK.		ALL MID SERVER OPENING, RUNNING AND CLOSING DUTIES. JONAS TRAINING.	SERVICE VALIDATION FROM MANAGER. COMPLETE SHIFT FROM START TO FINISH. TO BE SHADOWED BY CERTIFIED TRAINER SERVER. STARTING AND CLOSING ALL CHECKS. COMPLETE ALL SIDEWORK PROCEDURES. COMPLETE CHECK OUT PROCEDURES.	SHORT MEETING ON TRAINING ASSESSMENT. GO OVER ALL THE QUIZZES TAKEN AND CERTIFIED TRAINER FEEDBACK.	
FOOD TASTING	ONE WEDGE ITEM		ONE LUNCH ITEM	ONE LUNCH ITEM	NONE	
QUIZ	GRILL BREAKFAST MENU QUIZ		LUNCH MENU QUIZ	FINAL SERVER QUIZ	NONE	

FINAL VALIDATION

DATE:	RATING	NOTES FROM MANAGER:			QUIZZES	SCORES %
GREET/WATER SERVICE	1 2 3 4 5					
BEVERAGE/COCKTAIL SPIEL & TIMING	1 2 3 4 5					
FOOD SPIEL AND ORDER TIMING	1 2 3 4 5					
COURSING OUT FOOD	1 2 3 4 5					
TABLE MAINTENANCE AND CHECK BACK	1 2 3 4 5					
MIS EN PLACE FOR EVERY COURSE	1 2 3 4 5					
DESSERT AND COFFEE SPIEL AND SERVICE	1 2 3 4 5					
DESSERT AND COFFEE TIMING	1 2 3 4 5					
EXIT SPIEL AND CHECK DROPPING	1 2 3 4 5					

TRAINER

TRAINER FEEDBACK	
Positive feedback/ Constructive comment/ Behavioral Issues/ On track in context of rest of training	
MENU KNOWLEDGE	
URGENCY	
TEAMWORK	
PERSONALITY	
NEED IMPROVEMENTS ON	

TRAINEE SIGNATURE

MANAGER SIGNATURE