

Lead 3 Final Lead



ONLINE
TRAINING
PLATFORM

Goals for the Day

Show us everything you've learned & know!

Greet tables, take orders, ring orders.

Your trainer will be following you & observing.

Ask any & all questions you may have!

TRAINERS:

Please check all duties that have been accomplished.

If you are unable to complete any of the tasks, please make a note of this for the next trainer.

Before the Shift

- Store your personal belongings in the appropriate place.
- Clock in.
- Discuss with your Trainer what you will be learning and focusing on today.
- Ask any questions you may need answered.

Throughout the shift

- Take tables as if you are on your own. Trainer will observe.
- Stay busy & maintain running side work.
- Ask any questions you may come across or don't have an answer to yet.
- Complete opening/closing routine and side work SOLO. Trainer will check when complete.
- Complete the checkout.

After the shift

- Review your performance with your Trainer.
- Sit down with the Manager on Duty to discuss anything that needs to be worked on.
- Take your Final Test or schedule a time to take Final Test.

Trainers

- Answer any questions Trainee may have throughout shift.
- Review any information necessary.
- Verbally Quiz Trainee throughout shift.
- Evaluate Trainee's performance & discuss with Manager on Duty.

***Quizzes and training materials are available on our online training platform at maggiemcflys.com under the team portal. The password is **MMTEAM23**

Initial: _____