

# Lead 2



ONLINE  
TRAINING  
PLATFORM

## Goals for the Day

Learn Lunch Menu, Kid's Menu, Salads, & Wine List.

Your Trainer will be following you!  
Greet tables, take orders, ring orders in.  
Run food throughout shift.

\*Act as if you are on your own;  
Trainer will assist when needed\*

**STUDY THE MENU!**

## 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.
- Review your worksheet from prior shift.
- Take your Daily Quiz.

### Throughout the shift

- Discuss from the menu: Lunch Menu, Kid's Menu, Salads, & Wine List
- Be sure to Include House wines & Nitro Taps when reviewing wine list.
- Take control of the shift. Do everything on your own; Trainer will assist if needed.
- Complete opening/closing routine and side work SOLO. Trainer will check when complete.
- Complete the checkout.

### After the shift

- Speak with your Trainer about what you learned today & questions you may have.
- Fill out worksheet.
- Clock out.

### Trainers

- Give feedback throughout shift.
- Verbally quiz trainee throughout shift.
- Review worksheet with Trainee in detail.
- Fill out Trainee Evaluation form.

\*\*\*Quizzes and training materials are available on our online training platform at [maggiemcflys.com](http://maggiemcflys.com) under the team portal. The password is **MMTEAM23**

Initial: \_\_\_\_\_