



Week #1	To Be Accomplished	Resource Guide	Tools Needed	MIT INITIAL	MANAGER INITIAL
Day 1:					
6 Hours	Salad Station:	Review Kitchen 101	CAFÉ Binder	Cutting Glove	
		Review Salad Station Schematic & MIS en Plus List	MH FW Supplement Binder	Heat Glove	
		Review Salad Recipe card and begin memorizing	Salad Skill Certification	Scale	
		Study Salad Station Test	Salad Written Test	Measuring cups, ladels, scoops	
		Review Salad Station Skill Certification	Salad Recipe Card		
		Prepare Salad Station items throughout shift			
1 Hour	Line Check:	Complete written Line Check with Opening Manager		Line Check Binder	Tools needed to complete daily objectives
1.5 Hours	Production Inventory Form (PIF):	Complete next day production with Manager		PIF Book	
		Review Labels, Rotation, Food Hierarchy during counts			
All Shift	Brand Equity Section 1:	Review Section 1 - Primary Risk Safety & Sanitation		Brand Equity Resource Guide	
		Complete Section 1 Safety & Sanitation Observation Sheet		Brand Equity Evaluation	
.5 Hours	Station Check:	Follow Schematic & Mis en Plus for closing station		Mis en Plus checklists	
		Walkthrough with Manager and check station with flashlight		Station Schematic	

Where to obtain information to complete daily objectives

Daily Objectives to be completed each shift

EVERY DAY MIT & MGR Sign Off on Daily Objectives

- Each morning, Manager-on-Duty to review with MIT on what the daily objectives are
- MOD ensures MIT has all Resources & Tools to accomplish Daily Objectives
- MOD ensures that Trainer is aware of what MIT should be learning during “Station Training”
- MOD makes observations to ensure MIT is staying on task
- MIT uses Daily Objectives to manage own time
- As MIT shows proficiency, MOD allows MIT to handle portions of Daily Objectives on own (example: Station Check Out, Production, Ordering, Walkthroughs, etc.)
- MIT & MOD review Daily Objectives at the end of each shift and both initial DAILY. This is NON-NEGOTIABLE
- RTM reviews Daily Sign Off, Tests, etc. when doing visits