

BLACK HAT AND BLACK APRON CERTIFICATION CHECKLIST

**READY TO MOVE UP? HUNGRY FOR CONTINUED DEVELOPMENT?
TAKE A LEAP INTO THE NEXT LEVEL OF LEADERSHIP BY BECOMING
A BLACK HAT OR A BLACK APRON.**



WHY?

- Exhibits a positive and enthusiastic YOU FIRST attitude
- Well Spoken, courteous, polite and consistently a positive communicator
- Treats others with dignity, respect, and leads by example every shift
- Arrives for shifts on time and in a clean uniform
- Professional in every way, allowing for no personal interference
- Technically above average, follow procedures and guidelines
- Coaches others on the “why’s” and by following Mac Haik Restaurants Coaching Model; Teach, Show, Try, Teach Back, Feedback
- Is a team player, offering to help others on the team each shift

How?

- Request Interest with your Management Team
- Nominated by your General Manager
- Complete preparation and certification checklist
- Approval from your Regional Director of Operations
- Attend Train the Trainer seminar with Regional Training Manager and receive Certificate of Achievement

PREPARATION AND CERTIFICATION CHECKLIST

- Complete all Station Tests
 - Black Apron: Check Writing Quiz and UFL Abbreviation Test
 - Black Hat: Salad Test, Egg Test, Middle Test, Plate Test and Helm Test
- Get Certified by your General Manager on a Sunday Shift.
 - Black Apron: Server Skill Certification Checklist
 - Black Hat: Final Certification Checklist: Salad, Inside/Outside Egg and Final Certification Checklist: Middle, Plate, Helm
- Complete Interview Questionnaire found on the Mac Haik Portal
- Receive Letter of Recommendation from you General Manager
- Complete Interview with your Regional Director of Operations

Regional Director of Operations _____

(Signature / Date)