

Training Module Set-up – Planning Worksheet

Module	Onboarding – All Team Members
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* N/A Tag indicates this custom topic is recommended and should be created by the member. This topic can also be demonstrated in person by the Owner/General Manager.

Section 1		Employee Handbook - About Us	
Lesson Content		Tag*	Source
1	Video: Welcome to Our Restaurant		Custom Content
2	Team Member Welcome Letter	Employee Handbook - About Us	Template Content
3	Our Mission	Employee Handbook - About Us	Template Content
4	Our Way of Doing Business	Employee Handbook - About Us	Template Content
5	About Our Handbook	Employee Handbook - About Us	Template Content
6	Video: [Restaurant Tour]		Custom Content
7	Chemical Safety Demonstration		Custom Content
8	Book Review: Setting the Table		Shared Resources

Section 2		About Working Here	
Lesson Content		Tag	Source
1	Employment Policies	Employee Handbook – About Working Here	Template Content
2	Standards of Conduct	Employee Handbook – About Working Here	Template Content
3	Payment Procedures	Employee Handbook – About Working Here	Template Content
4	Benefits	Employee Handbook – About Working Here	Template Content

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5	Dress Code	Employee Handbook – About Working Here	Template Content
6	Restaurant Policies & Practices	Employee Handbook – About Working Here	Template Content
7	Quiz: Restaurant Basics	Onboarding	Template Quizzes

Section 3 Health and Safety			
Lesson Content		Tag	Source
1	Safety	Employee Handbook – Health & Safety	Template Content
2	Covid-19 Precautions	Employee Handbook – Health & Safety	Template Content
3	Food Code Health Reporting and Exclusion	Employee Handbook – Health & Safety	Template Content
4	Sanitation	Employee Handbook – Health & Safety	Template Content
5	Video: Proper Hand Hygiene	Video – All TM	Template Content
6	Chemical Safety	Employee Handbook – Health & Safety	Template Content
7	Driving Safety	Employee Handbook – Health & Safety	Template Content
8	Alcohol Serving Policy	Employee Handbook – Health & Safety	Template Content
9	Accidents and Emergency Situations	Employee Handbook – Health & Safety	Template Content
10	Quiz: Health and Safety		Template Quizzes

Section 4 Policies & Procedures			
Lesson Content		Tag	Source

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1	Absences	Employee Handbook – Policies & Procedures	Template Content
2	Cell Phone Use Policy	Employee Handbook – Policies & Procedures	Template Content
3	Drug and Alcohol Policy	Employee Handbook – Policies & Procedures	Template Content
4	Harassment	Employee Handbook – Policies & Procedures	Template Content
5	Employee Use of Social Media	Employee Handbook – Policies & Procedures	Template Content
6	Proprietary & Confidential Information	Employee Handbook – Policies & Procedures	Template Content
7	Policy Regarding Supplier Kickbacks & Gifts	Employee Handbook – Policies & Procedures	Template Content
8	Quiz: Onboarding Acknowledgement	Onboarding Receipt	Template Quizzes

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Module	Onboarding – Line Cook
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Section 1	About Your Job
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Lesson Content		Tag	Source
1	Job Description	Onboarding – Line Cook	Template Content
2	Uniform Standards	Video -All Team Member	Template Content
3	Course: Make the Most of Your First Day – Part 1	COURSE	Template Content
4	Make the Most of Your First Day – Part 1 Quiz		Template Quizzes
5	Course: Make the Most of Your First Day – Part 2	COURSE	Custom Content
6	Make the Most of Your First Day – Part 2 Quiz		Template Quizzes
7	What it Costs to Run a Restaurant	Video -All Team Member	Template Content

Section 2	About Your Training
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Lesson Content		Tag	Source
1	Line Cook Training	Onboarding – Line Cook	Template Content
2	Line Cook Training Agenda	Onboarding – Line Cook	Template Content
3	Line Cook Training Certification	Onboarding – Line Cook	Template Content
4	Line Cook Validation Worksheet		Custom Content

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Module	Menu Training: Line Cooks
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Section 1	Onboarding - Menu Overview
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Lesson Content		Tag	Source
1	Menu Overview	Menu	Custom Content
2	Line Cook Validation Worksheet	Training Tools	Custom Content

Section 2	Pantry Station Training
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Lesson Content		Tag	Source
1	Pantry Recipe References – Plate Presentations	Menu	Custom Content
2	Pantry Station Prep Recipes	Menu	Custom Content

Section 3	Fry Station Training
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Lesson Content		Tag	Source
1	Fry Recipe References – Plate Presentations	Menu	Custom Content
2	Fry Station Prep Recipes	Menu	Custom Content

Section 4	Grill Station Training
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Lesson Content		Tag	Source
1	Grill Recipe References – Plate Presentations	Menu	Custom Content
2	Grill Station Prep Recipes	Menu	Custom Content

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Module	Position Training – Line Cook
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Section 1	Day 1 – Basic Kitchen Skills
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Content		Tag	Source
1	Kitchen Safety	Safety Policies & Procedures	Template Content
2	Kitchen Safety Tips	BOH Position Training	Template Content
3	Video: Safe Knife Handling Practices	Video - BOH	Template Content
4	Video: Knife Sharpening Skills	Video - BOH	Template Content
5	Kitchen Cleanliness	Safety Policies & Procedures	Template Content
6	Video: 3 Compartment Sink	Video – All TM	Template Content
7	Food Presentation	BOH Position Training	Template Content
8	Video: Menu Item Build Charts	Video - BOH	Template Content
9	Video: Recipe Books	Video - BOH	Template Content
10	Station Set-up	Line Cook	Template Content

Section 2	Day 2 – Food Handling
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Content		Tag	Source
1	Proper Food Handling & Storage	Safety Policies & Procedures	Template Content
2	Video: Prevent Cross-Contamination	Video – All TM	Template Content
3	Video: Essential Food Labeling Practices	Video – All TM	Template Content
4	Food Rotation	Safety Policies & Procedures	Template Content

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5	Video: First In, First Out (FIFO)	Video – All TM	Template Content
6	Temperatures for Food Safeness	Safety Policies & Procedures	Template Content
7	Video: Avoiding the Temperature Danger Zone	Video – All TM	Template Content
8	Video: Safe Minimum Cooking Temperatures	Video - BOH	Template Content
9	Cooling Products	Safety Policies & Procedures	Template Content

Section 3 Day 3 – Cost Controls & Systems			
Content		Tag	Source
1	Preparing the Prep List	Line Cook	Template Content
2	Video: Daily Prep Sheets	Video -BOH	Template Content
3	Video: The Basics of Portion Control	Video - BOH	Template Content
4	Video: Kitchen Scales	Video - BOH	Template Content
5	Controlling Waste	Line Cook	Template Content
6	Video: It's Everyone's Job to Reduce Waste	Video - BOH	Template Content
7	Checking in Food Orders	BOH Position Training	Template Content


Section 4 Day 4 – Be a Part of the Team			
Content		Tag	Source
1	Video: Station Set-up and Line Check: (Fry, Sauté, Grill, Garde Manger Station)	Video BOH	Template Content
2	Video: Take Five: Promote Genuine Teamwork in the Kitchen	Video BOH	Template Content
3	Sidework Duties	Line Cook	Template Content

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4	End of Shift/Checkout Procedures	Line Cook	Template Content
5	Line Cook Station Tips	Line Cook	Template Content
6	Line Cook Final Test		Template Quizzes

Section 5 Line Cook Reference Tools (Optional)			
Content		Tag	Type
1	Recipe Preparation: Basic Measurement Conversion Chart	BOH Position Training	Template Content
2	Kitchen Equipment and Terminology	BOH Position Training	Template Content

Line Cook Training Agenda

Training Type	Onboarding	Shift 1	Shift 2	Shift 3	Shift 4	Ongoing
Knowledge Training						
 Templates	About Us About Working Here Health & Safety Policies & Procedures					
	Videos/Courses	<i>Course: Make the Most of Your First Day</i> <i>Fundamentals of Proper Hand Hygiene</i> <i>Uniform Standards</i> <i>What it Costs to Run a Restaurant</i>	<i>Line Checks: Safe Knife Handling Practices for the Entire Kitchen Team</i> <i>Knife Sharpening Skills for the Entire Kitchen</i> <i>Recipe Books: What Every Kitchen Pro Should Know</i> <i>Menu Item Build Charts: the key to Accurate, Consistent Preparation)</i> <i>Three Compartment Sink: Keeping the Heart of your Kitchen Pumping:)</i>	<i>Essential Food Labeling Practices for Everyone in the Back of House</i> <i>First In, First Out: An Inventory Practice Everyone in your Kitchen Should Know</i> <i>Food Safety: Practical Steps to Prevent Cross-contamination: Avoiding the Temperature Danger Zone is Everyone's Job</i> <i>Safe Minimum Cooking Temperatures</i>	<i>The Basics of Portion Control:</i> <i>Kitchen Scales: An Essential Tool for Everyone in the Kitchen</i> <i>It's Everyone's Job to Reduce Waste</i> <i>Daily Prep Sheets: Prep the Right Amount and Control Costs</i>	<i>Kitchen Teamwork Excellence in the Kitchen</i>
Position-Specific	Job Description Line Cook Training	Kitchen Safety Kitchen Cleanliness Food Presentation	Proper Food Handling Food Rotation	Preparing Prep Lists Controlling Waste	Sidework Duties End of shift/Checkout Procedures	Ongoing Learning

Training Type	Onboarding	Shift 1	Shift 2	Shift 3	Shift 4	Ongoing
	Line Cook Training Agenda Line Cook Training Certification	Station Set-up	Temperatures for Food Safeness Cooling Products	Checking in Food Orders	Line Cook Station Tips	
Menu	Menu Overview Line Cook Validation Worksheet	Recipe Preparation	Recipe Preparation	Recipe Preparation	Recipe Preparation	Ongoing Learning
Additional Resources (If Applicable)	Onboarding Packet Line Cook Manual Line Cook Validation Worksheet Safety Policies & Procedures Food Handler's Certification	Recipe Book Recipe Build Charts Opening & Closing Checklists	Recipe Book Recipe Build Charts Opening & Closing Checklists	Recipe Book Recipe Build Charts Opening & Closing Checklists	Recipe Book Recipe Build Charts Opening & Closing Checklists	Food Handlers Certification
On-the-Job Training						
On the Job	Owner/GM Welcome Restaurant Tour Team Observation	Work the Shift! Follow Trainer	Work the Shift! Assist Trainer	Work the Shift! Assist Trainer	Work the Shift! Assist Trainer	Work the Shift! Line Cook Certification Trainer Notes Complete
Training Validation						
Quizzes & Tests	Handbook Acknowledgement Make the Most Of Your First Day Quizzes				Line Cook Final Quiz	

Training Type	Onboarding	Shift 1	Shift 2	Shift 3	Shift 4	Ongoing
Performance Checks	Line Cook Validation Worksheet	Line Cook Validation Worksheet Knowledge Check with Manager	Line Cook Validation Worksheet Knowledge Check with Manager	Line Cook Validation Worksheet Knowledge Check with Manager	Line Cook Validation Worksheet Knowledge Check with Manager	Manager Validation Complete