Shift #2 – POS, Greet/Seat, & Bus

(Classroom & OTJ – done by a Trainer – approx. 3 hrs)

- Explain splitting checks – have trainee input split tickets on __training tablet__, NOT in POS (make sure all tickets get cashed out)
- Read Table Bussing Info
- Explain & Show Open/Close checklists
- Explain & Show DCL
- Cover Apps & Salads – use pics & cover descriptions
- Read Host Info
- Explain & Show Cut/Closing duties
- Cover Pasta & Sandwiches – use pics & cover descriptions
- Show where all the tools they need for host position – have trainee work door the first ½ of shift
- Show where all the tools they need for bussing – have trainee bus the last ½ of the shift
- Do follow up questions/situational training at end of shift

Trainer – fill in progress tracking report for this shift