

Training Schedule – Busser

New Team Member Name _____

	Day 1	Day 2	Day 3	Day 4
Date:	<u>Thursday</u>	<u>Friday</u>	<u>Saturday</u>	<u>Sunday</u>
Arrival Time:				
Trainer:				
Shift Focus:	Uniform check Review new hire paperwork Review training manual Store tour to include where tools for the job are located -open bussing duties with focus on sanitation standards Culture and history -learn table numbers -learn appropriate ways to communicate with guest with focus on professional table presence -overview of breakfast menu and begin food recognition with basic food running procedures -observe flow and hustle of service -learn bussing steps of service (bus tables, pre-bus, restock) -learn restock procedures (when, where, how, and why) -how to clean a table and how to be efficient with movements -correct table set ups, including floors and perfect tables -how to build tables for large parties -closing procedures	Uniform check -review day 1 -should be able to open with little guidance -should have a handle on table numbers -display proper table manners and presence -display proper plate carry -table clinic to ensure trainee knows perfect tables and is able to identify details -demonstrate hustle and continue to observe flow -----learn to communicate with team -----develop the eye for the big picture to help with the flow and awareness -----define urgency and demonstrate the standard of 1 min to clean and reset a table	Uniform check -review day 2 -table numbers should be concrete -table presence and service standards should be concrete -plate carrying should be concrete -review breakfast and start learning lunch menu -should have understanding of flow and able to hustle -continue to communicate with fellow bussers -should be able to keep up with the team and have a clear understanding of efficient steps of service -should be able to reach 1 min clean and reset standard -close with trainer, needing minimal guidance	Uniform check -review day 3 -run shift solo with trainer overseeing and answering any questions -close the shift without guidance
	Trainer sign off: Trainee sign off: Manager sign off:			