|  |  |  |  |
| --- | --- | --- | --- |
| **Employee:** |  | **Date:** |  |

 (first day of training)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Activity** | **Trainer Initials** | **Employee Initials** | **Date Completed** | **Activity Observed\*** |
| Review of Server Guidelines and Responsibilities (in Server Training Manual) |  |  |  |  |
| Menu abbreviations test passed |  |  |  |  |
| Menu descriptions test passed |  |  |  |   |
| Food check writing |  |  |  |  |
| Ringing up order/operating POS |  |  |  |  |
| Bussing |  |  |  |  |
| Food running/delivery |  |  |  |  |
| Alcoholic beverage test |  |  |  |  |
| Responsible alcohol service policy test |  |  |  |  |
| Bar glassware |  |  |  |  |
| Bar garnishes |  |  |  |  |
| Liquor abbreviations test passed |  |  |  |   |
| Drink delivery |  |  |  |  |
| Bar check writing  |  |  |  |  |
| Table numbers test passed |  |  |  |   |
| Guest check-backs |  |  |  |  |
| Assembling an order |  |  |  |  |
| Initial guest greeting |  |  |  |  |
| Suggestive selling/recommendations |  |  |  |  |
| Service during meal  |  |  |  |  |
| Beverage refills/2nd orders |  |  |  |  |
| Recommending and serving dessert |  |  |  |  |
| Delivery of check |  |  |  |  |
| Timely closing of check |  |  |  |  |
| Good knowledge of sidework |  |  |  |  |
| Successful solo – slow shift |  |  |  |  |
| Successful solo – busy shift |  |  |  |  |
| Telephone procedures |  |  |  |  |
| Teamwork |  |  |  |  |

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| **\* “Activity Observed” is dated when trainer observes employee performing activity in a satisfactory manner.****Signed by manager and primary trainer when training is completed.** |
|  |  |
| Manager’s Signature | Date: | Trainer’s Signature | Date: |

**\*\*KEEP IN EMPLOYEE’S PERSONNEL FILE\*\***