

# FLOOR TRAINING CHECKLIST

Employee's name: \_\_\_\_\_

## General

Management has provided the following to the new employee:

- Job description [ ]
- Schedule [ ]
- Floor-staff duty sheet [ ]
- Table numbers/floor diagram [ ]
- House policy manual [ ]

## Human Resources

Employee has provided the following to management:

- Social insurance or social security number [ ]
- Address and phone number [ ]

---

## Three-Day Training Checklist

Employee is given instruction and training on the following:

	Day 1	Day 2	Day 3
<i>Front-of-house operation:</i>			
POS system	[ ]	[ ]	[ ]
Menu selection/wine-pairing information	[ ]	[ ]	[ ]
Coffee/espresso machine	[ ]	[ ]	[ ]
Glass washer	[ ]	[ ]	[ ]
Ordering and picking up beverages	[ ]	[ ]	[ ]
Ordering and picking up food	[ ]	[ ]	[ ]
Bussing duties	[ ]	[ ]	[ ]
<i>Opening duties:</i>			
Table set-up	[ ]	[ ]	[ ]
Side duties	[ ]	[ ]	[ ]
Ashtrays	[ ]	[ ]	[ ]
Salt and pepper refills	[ ]	[ ]	[ ]
Coffee station	[ ]	[ ]	[ ]
Glassware	[ ]	[ ]	[ ]
Silverware	[ ]	[ ]	[ ]
Sign in	[ ]	[ ]	[ ]
Guest checks	[ ]	[ ]	[ ]

**FLOOR TRAINING — Continued**

Day 1                  Day 2                  Day 3

*Closing duties:*

Station duties/clean up	[ ]	[ ]	[ ]
Cash out	[ ]	[ ]	[ ]
Sign out	[ ]	[ ]	[ ]

**Manager's Comments**

---

---

---

Date \_\_\_\_\_