## COOK TRAINING CHECKLIST

### DAY ONE GOALS:

1. Learn basics of job duties, meet fellow employees; Learn Safety, Hospitality, BLAST.
2. VIEW all menu items; Learn important points of Rice, Beef & Chicken.

#### ORIENTATION (1 Hr)
- New Hire Packet
- Workplace Harassment Packet
- Crew Member Handbook
- Fellow Employee Introductions & Tour
- Hospitality & B.L.A.S.T. Training
- Safety Training Packet Completion
- How to Clock In & Out & Meal
- Safety Training Packet

#### TRAINING AND OBSERVATION
- ONLY Watch how the TEAM works (1 Hr)
- Review all Menu Items as Packer
- Only Review: Beef, Chicken
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#### RICE, BEEF & CHICKEN FOCUS (3/4 Hr EACH)
- Learn Chicken
- Learn Beef
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#### CLEANING AND SAFETY - (30 mins)
- Review all P&G Chemicals & Uses
- Spot Cleaning & Clean-As-You-Go
- Safety Station Items
- Proper lifting techniques and Safety
- Mop Sink, Mops and Brooms
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#### Comments:

### DAY TWO GOALS:

1. Practice everything learned from day 1; Review Safety, Hospitality, BLAST.
2. Learn all Dishing, Plating, Sides and remaining menu items.

#### PRACTICE & REVIEW (1 Hr)

Review Rice - (30 min)
- Measuring & Washing Rice
- Cooking & Transferring Rice
- Holding & Portioning
- Review Chicken - (30 min)
- Review Beef - (30 min)

#### POINT OF SALE - (1 Hr)
- Dishing & Plating
- Soup
- Fish
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#### FOCUS ON SIDES - (3 Hrs ~25 min Each)
- Soup
- Fish
- Dine In:
- To-Go:

#### LEARN ABOUT (1 Hr)
- Review Chicken - (30 min)
- Review Beef - (30 min)
- Handling Ladle Properly
- Cooking & Degreasing
- Dissolving and Adding Soup
- Filtering Soup & Cleaning Cooker
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#### LEARN HOW TO:
- Replace BIB soda boxes
- Become efficient with cleaning duties
- Filter fryer oil
- Clean fryer safely & correctly
- Help with putting away delivery
- Help with storage area organization
- Prep coleslaw

### DAY THREE GOALS:

1. Show and Tell everything learned from day 1 & 2.
2. Learn Bump Bar. Become efficient with plating. Work as a Team Player.

#### Trainee tells & shows GM:
- Cooking & Transferring Rice
- Holding & Portioning
- Review Chicken - (30 min)
- Review Beef - (30 min)
- Handling Ladle Properly
- Cooking & Degreasing
- Dissolving and Adding Soup
- Filtering Soup & Cleaning Cooker
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#### LEARN HOW TO:
- Replace BIB soda boxes
- Become efficient with cleaning duties
- Filter fryer oil
- Clean fryer safely & correctly
- Help with putting away delivery
- Help with storage area organization
- Prep coleslaw

#### Comments:

### Employee Initials:

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**Date:**

**GM Initials:**

**Employee Initials:**