

# FOOD STATION

TRAINEE NAME & DATE \_\_\_\_\_

ON-TOP  
TRAINING

PRACTICE  
SHIFTS

VALIDATION  
SHIFT

		ON-TOP PRACTICE	VALIDATION
OVERVIEW	Knows and uses station utilities correct (knives, grills, spoons etc.)		
HYGIENE	Follows personal hygiene procedures (wash hands, gloves, hairnet, juicer wear etc.)		
	Follows Station Hygiene Procedures (Gluten Free procedure, 4-hour rule, spoon and fork placement, lid placement etc.)		
BREAD PROVIDER	Makes a Crispy & Thin Bread with Signature Roast everytime		
	Follows GF procedures everytime (new gloves, correct cutting board & knife)		
	Cuts breads correctly and in time (all the way through)		
FOOD MAKER	Makes all sandwiches according to IMS (quality over speed, build speed slowly)		
	Executes clean on the go after every batch and activates on the go		
FOOD WRAPPER	Wraps sandwiches tight and only serves on a clean napkin		
	Packs in To-Go boxes and marks correctly		
	Communicates clearly with Send Out Captain		
SHIFT CHANGE	Fills up all canteens, Pesto bottles, dressings, dry stock etc. using FIFO and according to DCWF.		
	Disinfect all surface areas, boards and utensils etc. and changes the trash bins		
BRAND BEHAVIOR	<u>*Execute at least 2 out of 3 to check off</u> 1. Hands out Food products with a smile/comment to the guests 2. Delivers products to the table and initiates conversation with guests 3. Makes sandwich before guest finishes their ordering (advanced!)		
ATTENSI	Has passed all relevant Attensi for the module		
STM/BM	Store Manager quality check & WP2 registration		

JOE-SLANGS

- “Signature Roast” The squared diagonal pattern in the bread when it is grilled to perfection
- “Crispy & Thin is the way to begin” Slowly pressing ingredients in the centrifuge to get most juice out of each ingredient
- “DCWF”: Daily Concept Workflow is our entire procedures carried out from Open to Close in the store
- “Finish one ingredient at a time”: Put avocado on all sandwiches that needs it in one go - save time
- “Move with a purpose”: Grab enough of the ingredient, so you don’t have to go back and grab more
- “Slow is smooth and smooth is fast” Always work in a smooth pace doing things the right way
- “Snake Pesto” The technique used to apply pesto on the bread making sure every bite has pesto in it
- “Wrap tight” Is how we wrap our sandwiches to make sure it’s tight and ingredients don’t fall out

# TRAINER'S GUIDE TO THE CHECKLIST

## ON-TOP SHIFT

1. Do a quick rundown of checklist with trainee to set the expectations for the On-Top Shift.
2. Train the trainee according to checklist
3. At middle and/or end of shift, cross off together with trainee Using **Teach The Teacher**:
  1. Let the trainee **explain** the procedures back to you (theory)
  2. Let the trainee **show** you that they can do it (practical)
4. Final step of the shift: Set expectations for the coming practice shifts with trainee

**Tip: Use the slow periods to recap teach the teacher and practice more advanced procedures**

## PRACTICE SHIFTS

During all the Practice Shifts, trainer and trainee crosses off **VALIDATION** checkboxes when the trainee is comfortably and perfectly executing the tasks. That means, the trainee can **show and explain** the procedures/joe slangs back to the trainer, without direction, guidance or support.

**Use remaining time on practice shifts to build speed, maintain quality and gain confidence.**

## VALIDATION SHIFT

Use the validation shift to recap the full training. When the trainee can both explain and execute all the checklist points without directions, guidance and support, the trainee is ready for the final validation.

**BM/STM acts as validator and does a quality check of the validation:**

- Observes the trainee working on the station for as long as the validator needs to, to know if the trainee can execute all the procedures without direction, guidance or support.
- Asks the juicer to explain certain procedures and JOE-Slangs back to the validator using Teach The Teacher.
- Finally, the validator tells trainee and trainer, if the validation is passed, or they need more time/work to be validated.

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