



ON-THE-JOB TRAINING CHECKLIST FOR LEVELS I & II

	Trained	Passed	Comments
WEEK ONE			
Orientation			
Sanitation			
Safety			
Three compartment sink			
Trash & floors			

	Trained	Passed	Comments
WEEK TWO			
Food Preparation			
Food service & steam table use			
Equipment how-to			
Cooking			

	Trained	Passed	Comments
WEEK THREE			
Cooking			
Menu selection			
Salad bar			
Food preparation			
Receiving			
Invoices			
Daily/Monthly report			

	Trained	Passed	Comments
WEEK FOUR			
Cooking			
Ordering			
Customer service			
Cash register			
Daily/Monthly report			



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	Trained	Passed	Comments
WEEK FIVE			
Cooking			
Customer service			
Cash register			
Employee management			
Daily/Monthly report			
D sheet			

	Trained	Passed	Comments
WEEK SIX			
D Sheet			
Cooking			
Cash register			
Invoices and ordering			
Vending			

	Trained	Passed	Comments
WEEK EIGHT			
Additional training needed			

Instructor Signature

Date

Additional Instructor Remarks: