

## *Breakfast Supervisor Training Schedule*

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### *Day One: Department Overview*

<i>Trainee Initials</i>	<i>Trainer Initials</i>	<i>Date Reviewed</i>	<i>Task Reviewed</i>
			Training Schedule Review: <ul style="list-style-type: none"> <li>○ Provide Training Packet or Manual</li> <li>○ New Hire Orientation (BWI – Internal)</li> <li>○ I Care Training (BWI)</li> <li>○ Bed Bug – (must be done within 90 days of hire)</li> <li>○ Provide Skill Breakdowns</li> <li>○ Introduction</li> <li>○ Quality Guest Services</li> <li>○ Food Service Certification</li> </ul>
			Department Overview & Communication Tools: <ul style="list-style-type: none"> <li>○ Breakfast Room</li> <li>○ Breakfast Prep Area</li> <li>○ Storage Rooms &amp; Closets</li> <li>○ Scheduling – Request off Procedures</li> <li>○ Discuss Department SOP’s on website</li> <li>○ Time Clock</li> </ul> Receive User Login & Password information for all systems *BWI _____ *My Best Western _____ *My Portal (Days Inn) _____ *SOP Site _____
			Review Uniform & Appearance Standards
			Working as a Team With Co-Workers and Other Departments
			Safety in the breakfast area – Blood Borne Pathogens
			Key Control System-Signing Out Keys
			Keeping your Work Area Organized and Tidy
			Lost & Found Procedures

**Notes:**

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