

Event Date, Name of Event, & Location: _____

Trainee Name: _____

Trainer Name: _____

BOH SUPERVISOR TRAINING CHECKLIST		
Trainer Initial	Task	Trainee Initial
	Arrived on time	
	Check in with ES & Clocked in	
	Uniform Check <ul style="list-style-type: none"> • Arrived in proper uniform • Uniform is clean • Wearing correct pants and shoes 	
	Touchbase with the Event Chef <ul style="list-style-type: none"> • Discuss/coordinate any additional details for the event 	
	Review all food on BEO Sheets with trainee: Check you have all food <ul style="list-style-type: none"> • Hors D'oeuvres components • Accurate count/pans of proteins • Starch, veggie, and sauces • Specialty meals • All components of salad/bread/butter • Garnish kit 	
	Review timeline with trainee <ul style="list-style-type: none"> • Hors d' oeuvres • Salads • Entrees • Vendor Meals 	
	Review dessert with trainee <ul style="list-style-type: none"> • What type of dessert • What type of cake, cutting details/saving the top 	
	Discuss Late Night Snack <ul style="list-style-type: none"> • Procedure • Who does what • How to prep the item(s)/serve 	
	Discuss how assignments are assigned to BOH Supports <ul style="list-style-type: none"> • Hors D' oeuvres • Salads • Plating/communication details 	
	Attend Supervisor Touch Base <ul style="list-style-type: none"> • Explain purpose of Supervisor Touch Base • Review timeline together • Discuss any changes for event • Discuss any additional company updates that need shared with staff 	

Trainer Initial	Task	Trainee Initial
	<p>Welcome and Check in BOH Support Staff</p> <ul style="list-style-type: none"> • Ensure they have all components of their uniform • Delegate event tasks to appropriate team members and hold them accountable to responsibilities and checklists 	
	<p>Discuss/show how to set up BOH Space:</p> <ul style="list-style-type: none"> • count and unwrap plates • Place dinner plates in warmer at 150° • Place salad plates in cooler if not already done • Set aside dessert plates • Bring BOH equipment from pull into BOH area and unload blue bins 	
	<p>Hold Pre-Shift Meeting: reference pre-shift meeting checklist in Supervisor Manual</p> <ul style="list-style-type: none"> • Timeline • Service style for event: buffet, two-handed, or tray service • Introduce any Guest Servers/New Team Members 	
	<p>Discuss role during Service</p> <ul style="list-style-type: none"> • Have staff conduct restroom checks every 30 minutes • Breakdown instructions from ceremony and cocktail hour (where applicable) • Hors d'oeuvre service: building passing trays/garnishes and garnishes kits • Food display setup (define responsibilities) • Expediting • Plate up • Boxing meals • To go containers • Dietary flags and cross contamination • Dish Process & equipment-onsite/back to HLCH/rental equipment 	
	<p>Post Event Responsibilities: Venue Clean Up – Leave It Better Than You Found It</p> <ul style="list-style-type: none"> • Delegate closing event tasks to appropriate team members (reference closing Event Server Checklist) • Checkout each event staff member • The perimeter of the building has been walked to ensure no one is lingering/sick etc.- <ul style="list-style-type: none"> ○ Do not do this by yourself, ask BOH or Bar Supervisor to conduct with you • Walk through event space and storage areas to ensure everything has been put away, cleaned up, and turned off, including lights • Secure all keys • Complete all paperwork <ul style="list-style-type: none"> ○ Report damaged property of the venue to VOM and/or sales manager • Were all policies and procedures followed accordingly • All doors are closed correctly and locked upon leaving the venue • Cash tips are turned in appropriately per venue 	
	<p>Additional Notes:</p>	
	<p>TRAINER: Turn in this this checklist at end of shift with all paperwork</p>	

