

Event Date, Name of Event, & Location: _____

Trainee Name: _____

Trainer Name: _____

BACK of HOUSE SUPPORT TEAM MEMBER TRAINING CHECKLIST		
Trainer Initial	Task	Trainee Initial
	Arrived on time	
	Check in with BOH Supervisor & Clocked in	
	Uniform Check <ul style="list-style-type: none"> • Arrived in proper uniform • Uniform is clean • Wearing correct pants and shoes 	
	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 and veggie • Specialty meals • All components of salad/bread/butter • Garnish kit • Sauces 	
	Discuss how to review timeline: <ul style="list-style-type: none"> • Hors d’oeuvres • Salads • Vendor meals 	
	Discuss how to review Dessert plan: <ul style="list-style-type: none"> • What type of dessert • What type of cake • Cutting details 	
	Discuss Late Night Snack: procedure and who does what for this (when applicable) <ul style="list-style-type: none"> • How to prep the item(s) • How will it be served • How much do you have 	
	Discuss how tasks are assigned to BOH Supports: <ul style="list-style-type: none"> • Hors D’oeuvres & Salads • Plating /communicate details 	
	How to set up BOH Space <ul style="list-style-type: none"> • Bring BOH equipment from your pull into BOH area and unload all BOH blue bins (when applicable) 	
	How to assemble bread: <ul style="list-style-type: none"> • What type of baskets/boards • How many tables and how much in each basket/board • How will butter be served 	

	<p>How to assemble Hors D’oeuvres</p> <ul style="list-style-type: none"> • Separate Built Hors D’oeuvres and non-built Hors D’oeuvres • Lay out, polish, and garnish passing trays • Light chafers • Build Hors D’oeuvres 	
	<p>Discuss how Bride and Groom Hors D’oeuvres are handled</p> <ul style="list-style-type: none"> • talk with ES on what plate to use for Bride & Groom only or full bridal party • Pick best looking Hors D’oeuvres • Present to server to deliver, 	
	<p>How salad service is conducted</p> <ul style="list-style-type: none"> • Preset • Served 	
	<p>How to Serve Dinner</p> <ul style="list-style-type: none"> • Served dinner – review/discuss dinner service method • Buffet/ Hors D’oeuvres service <ul style="list-style-type: none"> ○ Check in with ES to ensure chaffers have been lit 30 minutes ahead ○ Know designated runners ○ Ensure BOH is set up for service ○ Know where your pans are in the hot boxes 	
	<p>Confirm timeline and plate presentation with chef</p>	
	<p>Serve meal</p> <ul style="list-style-type: none"> • Discuss when vendor meals are served 	
	<p>Discuss/show procedure for boxing up bride and groom meals to go:</p> <ul style="list-style-type: none"> • Put boxed up meal in the cooler with label 	
	<p>Discuss/show procedure for Leftovers</p> <ul style="list-style-type: none"> • What is packaged for the client • What is packaged/labeled for donations • What is for staff to eat (when applicable) • What to compost and recycle 	
	<p>Discuss/show cleaning up plate up area: Leave It Better Than You Found It</p> <ul style="list-style-type: none"> • Dump, wipe out, and put away chafers • Take utensils to dish tank • Sanitize tables and sweep floors 	
	<p>Discuss/show Dessert procedures (when applicable)</p> <ul style="list-style-type: none"> • Put out Desserts: Cut cake, Plate up desserts • Have staff assist with cake cutting and filling trays • Sanitize tables 	
	<p>Show Late Night Snack procedures (when applicable)</p> <ul style="list-style-type: none"> • Prepare • Clean up late night snack area: Take all dishes to dish tank, Compost/Donate all leftover food 	
	<p>Additional Notes:</p>	
	<p>TRAINER: Turn in this this checklist at end of shift with all paperwork</p>	

