



UNDERSTANDING THE FUZZY'S TACO SHOP BRAND

- Has completed the following FDP Guide readings:
 - Fuzzy's 101
 - Attributes of "Fuzzy" Leadership
 - Fuzzy's "It" Factors
 - Keep your Eye on the "Why"
 - Fuzzy's Culture & Values

POSITIONAL TRAINING

- Has a full understanding, and has worked multiple shifts as lead in each of the following positions:
 - Dishwasher
 - Prep Cook
 - Line Cook
 - 2nd Base
 - 1st base
 - Grill
 - Cashier
 - Bartender
 - Expo
- Can effectively work as MOD throughout a given shift, inserting themselves in any of the above listed positions if called upon.
- Is confident in their abilities to perform all job functions of all positions in Fuzzy's Taco Shop.

MANAGING FINANCIALS

- Sales Reports
 - Has pulled Sales Reports, understands the information in the report, and can enter appropriate sales report data into P&L.
 - Can trouble shoot and resolve issues pertaining to deposits being "short" or "over."
- Deposits
 - Has determined correct deposit for a given day of sales, reconciling the Sales Report data with employee cash outs, and is aware of all banking requirements for making deposits.
- Tip Share
 - Has allocated tips per employee working hours, using the tip share calculator & spread sheet (if applicable)
- Petty Cash Processing
 - Has demonstrated ability to reconcile a petty cash, after performing a "cash out" or other necessary petty cash reimbursement.
- Cash Drawers
 - Can accurately count down cash drawers, and has demonstrated the ability to close down and set-up a register, throughout the course of an opening or closing shift.
- Payroll Processing
 - Can pull labor reports, and determine the correct labor cost calculations for a given payroll period.
 - Can trouble shoot and correct missing hours, or payments for employees.
- P & L Definition and Use
 - Has a working understanding of Profit and Loss statements, and can navigate through a P&L spreadsheet to fill in data and trouble shoot missing data entries.
 - Can teach others the definition and inner workings of a P&L, and how to navigate the P&L spreadsheet.



- Coding Invoices
 - Understands the coding system, and can code all invoices correctly either throughout a shift, or in a given week.
 - Is able to troubleshoot any issues pertaining to incorrectly coded invoices, or incorrect invoices that need adjustment before coding.
- End of the Month Inventory Procedures
 - Understands the importance of an accurate End of the Month Inventory, has helped adjust last process paid, and has taken part in an End of the Month Inventory.
 - Is proficient in working with inventory sheets, can accurately weigh & count product, and can enter data into the Inventory spreadsheets.

MANAGING COSTS

- Cost of Goods (COGS)
 - Is proficient at creating and placing PFG, ProAct, Liquor and Beer orders.
 - Can create, add items, remove items, and reorganize ordering templates/guides for use in the ordering system
 - Can create and update par levels, and can accurately determine ordering needs in relation to previous day's sales volumes.
 - Can effectively use the Prep Calculator or aid in determining the amount of prepped items needed for a given shift.
 - Is proficient in creating a prep list for a given day's sales.
 - Is able to train, and has taken time to help retrain others in the correct portioning of menu items, to prevent waste.
 - Can troubleshoot issues pertaining to COGS, by examining sales and orders, and determine areas of opportunity for improvement.
- Labor Costs
 - Is proficient at creating employee schedules that are rooted in maintaining a labor cost percentage based on either historical sales data or forecasted sales expectations.
 - Is able to schedule pertaining to labor cost, without reducing the ability to provide exceptional guest service, and food quality.
 - Is proficient in identifying opportunities for labor reduction throughout a shift, and is able to make "cuts" appropriately.
 - Is able to run labor reports, and understands the importance of identifying sales per man hour, to help simplify labor cost reduction efforts.

MANAGING SAFETY & SANITATION

- UL Everclean
 - Understand who UL Everclean are, and has a full working knowledge of all critical and non critical areas of inspection.
 - Has performed their own mock UL Everclean audit, acting as auditor
 - Has created, responded and taken corrective measure per the UL Everclean corrective action plan.
- Has mastered the Line Check, and has performed them every day of their training.
- Has mastered every item of the Training Store's Daily and Weekly cleaning lists.
- Is aware of, and can operate all Fire Safety Equipment.
- Can perform preventative maintenance measures on every piece of kitchen equipment.
- Understands the importance of maintenance pertaining to all Hood and HVAC & Equipment.
- Has a thorough knowledge of how to properly handle any/all Guest or Team Member incidents.
- Has completed a State regulated Safety and Sanitation (Food Manager's) Certification.



MANAGING TEAM MEMBERS

- Hiring
 - Has an understanding of best practices regarding the recruitment process (in house, online, etc.)
 - Has lead an actual Fuzzy's Taco Shop interview, and has a full understanding of the appropriate methods of conducting an interview.
- Orientation
 - Understands the importance of conducting a thorough orientation/taco shop tour, and has lead a new hire through orientation.
 - Has completed all necessary new hire paperwork for a newly hired employee.
- Training & Development
 - Can develop training outlines per each position, using Fuzzy's Taco Shop training materials
 - In confident in leading the training process per each position.
 - Is confident in their ability to act as TGM for future Manager's in Training.
- Disciplinary Actions
 - Understands the 3 strike policy, and the importance of Employee write-ups in the termination procedure
- Performance Evaluations
 - Understands the importance of performance evaluations, and how focusing on employee development is crucial to achieving continuous success in operations.
- Communication
 - Uses the Red Book, and effectively communicates daily occurrences and concerns to other team members.
- Has demonstrated the ability to act as a "coach," to get the best performance out of fellow team members.
- Leads by example

MANAGING MARKETING EFFORTS

- Marketing promotions
 - Understands the difference between marketing and advertising
 - Has determined some effective marketing promotions they would like to institute in their location
- Local Store Marketing
 - Understands how to best engage their local community to increase daily sales.
 - Has listed some ways they will try to engage their local markets
- Ongoing Marketing Plans
 - Can create action plans for marketing efforts that will be continuous through a set amount of time to gauge effectiveness.
- Trade Area Overview
 - Has completed a Trade Area Overview sheet to best understand their restaurant's environment
- Social Media Marketing
 - Understands the importance and advantages of Social Media marketing and can develop a plan to maximize its potential.
 - Has set up accounts for multiple Social Media
- Loyalty App
 - Has a full understanding of the loyalty app, and has confidence in their ability to engage guests, by encouraging and educating them on how to use it.



MANAGING RESTAURANT OPERATIONS & EXCEPTIONAL GUEST SERVICE

- Has fully mastered all Opening, Mid Day (Shift Change) and Closing duties in every position of the restaurant.
- Has completed all MGMT closing duties (paperwork, cash reconciliation etc) at least 3 times
- Has completed all MGMT opening duties at least 3 times
- Has demonstrated ability to work the floor, executing table touches, ensuring exceptional guest service.
- Has demonstrated the ability to work the EXPO position, and can effectively problem solve situations occurring while working that position.
- Catering
 - Understands the Importance of Catering as a sales driver
 - Understands the steps in producing, delivering and servicing a catering
 - Has done at least 2 off-site caterings
- Is proficient in all product receiving procedures.
- Merchandise
 - Understands the value of merchandise as a marketing and revenue center.
 - Can place a merchandise order with an approved vendor.
- Has demonstrated the ability to interact with vendors in a respectable manner.
- Has demonstrated the ability to locate comment cards and Fuzzynet, and has responded to them appropriately.
- Has demonstrated a concerted effort to maintain Safety and Sanitation practices throughout a given shift.
- Is clean, and organized
- Has demonstrated the ability to troubleshoot.
- Has demonstrated the ability to maintain composure under pressure
- Has demonstrated a systems oriented mind set, with emphasis on holding team members accountable.
- Has demonstrated the ability to separate personal from professional life.
- Has demonstrated the necessary "Guest Centric" character to effectively maintain Fuzzy's Culture.
- Runs the restaurant like they own it.

Trainee Signature:

TGM Initial:

MOD Signature:

DM Initial:

