



Barback/Expo Training Checklist

2022
Rev. D - 10/1/2022 JDS

Trainee First & Last Name	
Training Day 1 Date	
Trainer First & Last Name	

- Read What We Believe (out loud to manager and trainer)
- Manager goes over 3 key fundamentals to success
 - Customer service: everything starts with customer service
 - Quality products: house made food products and best beer selection
 - Ambiance: welcoming, cozy, and clean facility
- Uniform check. List anything missing:
- Trainer and Trainee take the TRAINER/TRAINEE TEST together before each training shift.
- Training game plan overview (I do, we do, you do)
 - Day 1 – I do. Trainee shadows trainer, hands off. Trainee can fully focus on learning
- Trainer takes trainee around to all staff members and introduces them by name and position
- Beer test. Trainee will read questions and trainer will go discuss answer with them
 - Test Score: _____
- Bar & Cocktail test. Trainee will read questions and trainer will go discuss answer with them
 - Test Score: _____
- Steps of Service test. Trainee will read questions and trainer will go discuss answer with them
 - Test Score: _____
- Table numbers
- Bathroom check training
- Check in with manager after being cut
 - Read What We Believe
 - Go over checklist with manager
 - Ask any questions of manager and trainer

Practice / Official

Beer Test

Practice / Official

Bar + Cocktail

Practice / Official

Steps of Service

Trainer Signature

Trainee Signature

Manager Signature



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Training Day 2 Date	
Trainer First & Last Name	

- Read Company Mission (out loud to manager and trainer)
- Read Core Values (out loud to manager and trainer)
- Manager goes over 3 key fundamentals to success
 - o Customer service: everything starts with customer service
 - o Quality products: house made food products and best beer selection
 - o Ambiance: welcoming, cozy, and clean facility
- Uniform Check. List anything missing
- Training game plan overview (I do, we do, you do)
 - o Day 2 – We do. Trainee and trainer work together, both hands on. Trainee will ask lots of questions
- Trainer introduces trainee to all employees that they did not meet on previous shift. Introduce by name and position
- Orientation test. Trainee will take test on their own. Trainee will answer all questions to the best of their ability without handbook. Trainee will read missed questions out loud to trainer and trainer will explain answer
 - o Test Score: _____
- Food Test. Trainee will take test by themselves with open book. Answer all questions to the best of their ability and then grab menu to go answer questions that they did not know.
 - o Test Score: _____
- Table numbers. Trainee will tell trainer what the table numbers are.
- Bathroom check. Trainee and trainer will do bathroom checks together
- Expo Training / Trainer and trainee will expo together
 - o Trainee will explain every food item to trainer with an extra focus on questions they did not know on test
 - o Trainee will pack all togo orders with trainer supervising
- Break – Trainer and trainee will take break at same time
 - o Order BLT Wrap and Thai Lettuce Cups
- Check in with manager after being cut
 - o Read Core Values (out loud to manager and trainer)
 - o Manager goes over 3 key fundamentals to success
 - o Customer service: everything starts with customer service
 - o Quality products: house made food products and best beer selection
 - o Ambiance: welcoming, cozy, and clean facility
 - o Go over checklist with manager
 - o Ask any questions of manager and trainer
 - o Manager asks trainee what they want to work on: _____
 - o Manager asks trainee what they feel most comfortable with: _____

Trainer Signature

Trainee Signature

Manager Signature



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Training Day 3 Date	
Trainer First & Last Name	

- Read Company Mission (out loud to manager and trainer)
- Read Core Values (out loud to manager and trainer)
- List 3 key fundamentals of success from memory
 - o Customer service: everything starts with customer service
 - o Quality products: house made food products and best beer selection
 - o Ambiance: welcoming, cozy, and clean facility
- Uniform Check. List anything missing
- Training game plan overview (I do, we do, you do)
 - o Day 3 – You do. Trainee does everything on their own with trainer shadowing. Trainer will not be hands on at all and let trainee lead the shift. Trainer will guide trainee when needed and provide feedback throughout shift
- Trainer introduces trainee to any employees that they did not meet on previous shifts Introduce by name and position
- Orientation test. Trainee will take test on their own. This is the official test and is closed book.
 - o Test Score: _____
- Food Test. Trainee will take test by themselves. This is the official test and is closed book.
 - o Test Score: _____
- Table numbers. Trainee will tell trainer what the table numbers are
- Bathroom check. Trainee will complete bathroom check on their own. Trainer will do a final check of the bathroom after the trainee is finished.
- Expo training
 - o Trainee will expo on their own with trainer shadowing
 - o Trainee will explain the fundamentals of expo and why it is important to trainer
 - o Trainer will give guidance and feedback as needed
 - o Trainee will explain all food items to trainer as they come out
- Break – Trainer and trainee will break at the same time
 - o Order Beer-Battered Prawn Tacos and Cheesecake Trio
- Trainer meets with manager
 - o Discuss trainee's performance, what they are doing well and what they need to work on
 - o Decide if the trainee has passed training
 - o If they passed – make a list of what they should continue to work on
 - o If they have not passed – make a detailed list of everything that they need to improve on
- Check in with manager after being cut
 - o Read Core Values (out loud to manager and trainer)
 - o Trainee will explain 3 key fundamentals of success to manager and trainee
 - o Customer service: everything starts with customer service
 - o Quality products: house made food products and best beer selection
 - o Ambiance: welcoming, cozy, and clean facility
 - o Go over checklist with manager



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- Ask any questions of manager and trainer
- Manager and trainer will discuss performance with trainee and inform them whether or not they have passed training.
 - If they passed – go over what the next week will look like for them
 - Door and floor training for at least 1 day
 - They will be fully certified as a barback once they have finished door and floor training and will receive their red shirt
 - If they have not passed – go over the detailed list of what they need to work on
 - Provide them with a training schedule for the following week

Trainer Signature

Trainee Signature

Manager Signature