



**On the Job Training (OJT) Certification: Bar Opening**

<b>Trainee Name:</b>	<b>Employee ID:</b>	<b>Date</b>
<b>Module Title:</b>	Bar Opening Process	<b>Module #:</b>
Perform tasks in accordance with Section 17.0, Bar Opening Operation Process		<b>Store #:</b>
<p>The <b>Go Burrito</b> OJT (On the Job) Training Certification process consists of four steps:</p> <p><b>DESCRIBE:</b> The Trainer will <b>DESCRIBE</b> the process while the Trainee <b>LISTENS</b></p> <p><b>DEMONSTRATE:</b> The Trainer will <b>DEMONSTRATE</b> the process while the Trainee <b>WATCHES</b> (coaching)</p> <p><b>PERFORM:</b> The Trainee will <b>PERFORM</b> the process while the Trainer <b>OBSERVES</b></p> <p><b>VALIDATE:</b> The Trainer will <b>VALIDATE</b> that the training has been completed correctly. If not, the Trainee will <b>REPEAT</b> the process until they achieve certification.</p> <p>Each step of the OJT Form must be signed off on. Once completed, this form is placed in the employee's file.</p>		
<p><b>STEP ONE: DESCRIBE</b></p> <p><b>Trainee:</b> Your signature on this section certifies that you have received verbal instruction on the process steps by the Trainer and understand them.</p>	<hr/> <p>Trainee Signature                      Date</p> <hr/> <p>Trainee Printed Name</p>	
<p><b>STEP TWO: DEMONSTRATE</b></p> <p><b>Trainee:</b> Your signature on this section certifies that the process steps have been demonstrated for you by the Trainer and that you understand you have time to practice them independently.</p>	<hr/> <p>Trainee Signature                      Date</p> <hr/> <p>Trainee Printed Name</p>	
<p><b>STEP THREE: PERFORM</b></p> <p><b>Trainee:</b> Your signature on this section certifies that you have had sufficient time to practice the process steps and are ready to begin the validation phase of the training.</p>	<hr/> <p>Trainee Signature                      Date</p> <hr/> <p>Trainee Printed Name</p>	
<p><b>STEP FOUR: VALIDATE</b></p> <p><b>Trainer:</b> Your signature on this section certifies that the Trainee has performed the process completely and correctly under your observation.</p>	<hr/> <p>Trainer Signature                      Date</p> <hr/> <p>Trainer Printed Name</p>	



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<b>Module Title:</b> Bar Opening Process		<b>Module #:</b>		GB-OJT-V4-S17-001	
Perform tasks in accordance with Section 17.0, Bar Opening Process		<b>Store #:</b>			
Process (What is being tested)			Knowledge (The answer is in parentheses.)	Answer	
	O	P		C	IC
1 Opening Process			1.1.1 What is the purpose of the Bar Opening Process?  <i>(Answer: The Bar Opening Process provides the instructions needed to successfully open the Go Burrito Bar.)</i>		
2 Set Up Bar POS System			1.2.1 How do you access the cash drawer?  <i>(Answer: You login to the register and use the "No Sale" function.)</i>		
			1.2.2 What is the max amount of money in the till?  <i>(Answer: \$300)</i>		
3 Check Bar Equipment			1.3.1 What is the acceptable temperature range for the Keg Cooler?  <i>(Answer: Between 36° and 42°)</i>		
			1.3.2 What do you do if the cooler temperature is below 36 degrees?  <i>(Answer: Call refrigeration service provider.)</i>		
			1.3.3 What do you do if the cooler temperature is above 42 degrees?  <i>(Answer: Check for ice build-up on the back of the cooling fans. If ice is present, then initiate a manual defrost cycle to melt the ice. Otherwise call refrigeration service provider.)</i>		
			1.3.4 What do you do if you notice a leak in the beer and gas lines?  <i>(Answer: If a leak is seen, disconnect the line from the keg and notify management of the issue.)</i>		
			1.3.5 How far in advance of the bar opening do you tap the keg?  <i>(Answer: Kegs should be tapped around 20 minutes prior to opening.)</i>		
			1.3.6 Where are the gas cylinders for beer gas located?  <i>(Answer: The outside of the cooler.)</i>		



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Process (What is being tested)		Knowledge (The answer is in parentheses.)				Answer	
						C	IC
O	P						
		1.3.7 What is the Draft System Regulator set to for beer with a carbon dioxide base keg?  <i>(Answer: The Draft System Regulator is set between 12 and 15 psi.)</i>					
		1.3.8 What is the Draft System Regulator set to for beer with a nitrogen base keg?  <i>(Answer: The Draft System Regulator is set between 30 and 40 psi.)</i>					
		1.3.9 What do you do if a breaker or outlet is tripped?  <i>(Answer: Unplug the device, reset the breaker or outlet, and reconnect the device to the outlet.)</i>					
4	Bar Well Set Up	1.4.1. What do you do if any of the equipment is not functioning properly?  <i>(Answer: Disconnect the appliance from the electrical source. Make sure the electrical cord is secure and not in any work areas or pathways. Make a note of the malfunction by completing an 'Equipment Service Notice.')</i>					
		1.4.2 How do you attach the soda gun nozzle?  <i>(Answer: Attach the soda gun nozzles by firmly pushing the nozzle onto the soda gun (this will be a tight fit) and turning the nozzle clockwise to lock it in place.)</i>					
		1.4.3 Where do you store the soda gun until you are ready to use it?  <i>(Answer: Store the soda gun in the drip catcher until ready for use.)</i>					
		1.4.4 What goes in the speed rail?  <i>(Answer: The liquor bottles that will be used most often.)</i>					
		1.4.5 Why do you always check the freshness of red wine?  <i>(Answer: Red wine tends to spoil more quickly.)</i>					



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	O	P		C	IC
			1.4.6 How do you create a swirl pattern in the napkins?  <i>(Answer: Take the stack of napkins in both hands. Turn the palms of your hands in opposite directions until a swirl pattern forms. Remove the top and bottom napkins and discard.)</i>		
5 Tap Wall Set Up			1.5.1 What do you do if any of the beer faucet(s) need to be cleaned?  <i>(Answer: Mix packet of sanitizer in the sanitizer sink. Fill a bowl with sanitizer from the sink. Dip the faucet cleaning brush into the sanitizer and clean the beer faucet of any impurities.)</i>		
6 Garnish Preparation			1.6.1 Can you store unused garnishes for the next day?  <i>(Answer: All prepared garnishes should be thrown away at the close of business and never stored for next day use.)</i>		
7 Final Preparation			1.7.1 Who is responsible for managing all the entertainment systems in the store?  <i>(Answer: The bar employee.)</i>		
<b>NOTES:</b>					



## On the Job Training (OJT) Certification: Bar Opening

### OJT Program Overview

The **Go Burrito** OJT Training Certification process consists of four primary steps:

- DESCRIBE:** The Trainer will DESCRIBE the process while the Trainee LISTENS  
**DEMONSTRATE:** The Trainer will DEMONSTRATE the process while the Trainee WATCHES  
**PERFORM:** The Trainee will PERFORM the process while the Trainer OBSERVES  
**VALIDATE:** The Trainer will VALIDATE that the training has been completed correctly. If not, the Trainee will REPEAT the process until they achieve certification.

Each step of the OJT Form must be signed off on below by the appropriate person. Once completed this form is placed in the employee's file.

#### **CODES:**

Codes on the OJT indicate completion of the steps in the training process. The Trainer will check the appropriate column for each action as follows.

- O** "observe" The Trainee has observed the process performed by the trainer at least once.
- P** "perform" The Trainee has performed the process and been observed by the Trainer.
- C** "correct" The answer provided by the Trainee for this question is correct.
- IC** "incorrect" The answer provided by the Trainee for this answer is not correct.

#### **TRAINEE RESPONSIBILITIES:**

- GENERAL:** Read the latest revision and changes of the process
- STEP ONE:** Carefully listen as the process is described by the Trainer.
- STEP TWO:** Confirm that you have had the process steps described and demonstrated to you, and that you are ready to practice them independently.
- STEP THREE:** Confirm that you have had sufficient time to practice the process steps, and are prepared to perform them for the Trainer as they have been shown to you, completely and accurately.
- STEP FOUR:** Receive verification from the trainer for successful completion or repeat as needed.

#### **TRAINER RESPONSIBILITIES:**

- GENERAL:** Train in groups of three or smaller. Observe and verify processes on a one-on-one basis. Return the OJT form to the Manager for filing when complete.
- STEP ONE:** Carefully read through the process to the Trainee, discussing each step.
- STEP TWO:** Carefully demonstrate the process to the Trainee, showing each step.
- STEP THREE:** Observe the Trainee perform each step of the process and give feedback as needed.
- STEP FOUR:** Validate Trainee performance as acceptable or repeat the certification process until Trainee's performance is acceptable.

#### **MANAGER RESPONSIBILITIES:**

- Provide Trainers with the latest revision of processes.
- Make certain that all Trainees are scheduled for the certification as quickly as possible.
- Review the OJT Form for completeness and accuracy, then place it in the Trainee's employment file.