

CULINARY WORK-FORCE

MEASURE	HOURS NEEDED	HRS WORKED	TOTAL HRS	MANAGER SIGN OFF	DATE
Level 1 - Certified Restaurant Professional			920		
Front of House Knowledge/Service Culture:	330		0	Daria	
<i>Knowledge of the front of the house activities and positions in a restaurant and various aspects of quality service</i>					
In-Store demos					
Market stands					
Back of the House / Restaurant Kitchen Knowledge	300		0		
<i>Knowledge of back of the house activities and positions in a restaurant and various aspects of local service</i>					
Production					
Product Quality and Cost Control	210		0		
<i>Providing the highest quality products and services while controlling costs</i>					
Green Garage					
Peaches and Greens					
Production (Secondary)					
Branding and Marketing	156		0		
<i>Providing internal and external customers with a clear understanding of the goods and services offered by the operation</i>					
In-Store Demos (Secondary)					
Market stands (Secondary)					
Food Safety and Sanitation	4		4		
<i>Displaying knowledge of the critical importance of food safety and the necessary steps to ensure food safety in a restaurant or foodservice operation</i>					
Food Handler Certification					
Manager Certification					
CPR/First Aid AED					
Complete Food Handlers Certification	Completed date		4		
	1000				
Level Two - Certified Restaurant Supervisor					
Fundamentals of Managing Daily Restaurant Operations:	270				
<i>Working shift standards, service recovery, the importance of work schedules, marketing a positive customer experience, and salesmanship</i>					
Fundamentals of Restaurant Leadership	300				
<i>Dynamics of leadership, professional development, effective communication, and teamwork</i>					
Monitoring and Controlling Resources	280		0		
<i>Understanding cost control, protecting revenue, effective communication, and teamwork</i>					
Green Garage (Secondary)					
Peaches and Greens (Secondary)					
Production (Tertiary)					
Managing Safety and Regulations	142				
<i>Maintaining a lawful, safe, healthy workplace</i>					
Manager duties (making sure everyone is abiding by rules)					
Food Safety Management	8				
<i>Implement essential food safety practices and create a culture of food safety</i>					
Managerial Training					
Complete Food Protection Manger Certification	Completed date		0		
	1000				
Level Three - Certified Restaurant Manager					
Financial Management	400				
<i>Accounting and finance basics, profitability, understanding the P&L, forecasting and budgeting, and assessing performance</i>					
Purchasing and Cost Control	380				
<i>Introduction to purchasing and vendor selection, ordering, pricing</i>					
Inventory					
Staffing	440				
<i>Staffing, training, managing performance, retention, and termination procedures</i>					
Leadership Strategy	380				
<i>Managing meetings, time management, and planning</i>					
Managing Safety and Regulations	160				
<i>Ensuring a lawful workplace</i>					
Restaurant Marketing	240				
<i>Understanding the fundamentals of restaurant marketing</i>					
	2000		0		

Position	Hours worked/wk	Hours worked/year
Manager	25	1150
Intern	15	690
Fellows (school year)	#REF!	#REF!
Fellows (summer)	#REF!	#REF!

Summer	
# Fellows	10
Total	#REF!

LEADERSHIP

MEASURE	HOURS NEEDED	HRS WORKED	TOTAL HRS	MANAGER SIGN OFF	DATE
Public Speaking:	#		#	Daria	
<u>Description</u>					
Task #1		#			
Classroom Facilitation Work:	#		#		
<u>Description</u>					
DFA Program Facilitation		#			
Training of Interns and Fellows	#		#		
<u>Description</u>					
Task #1		#			
TV/Media Interviews	#		#		
<u>Description</u>					
Task #1		#			
TOTAL	#VALUE!		#VALUE!		

Financial Literacy

MEASURE	HOURS NEEDED	HRS WORKED	TOTAL HRS	MANAGER SIGN OFF	DATE
Numeracy:	#		#	Daria	
<u>Description</u>					
Demonstrates knowledge of modern money management through passing written quiz					
FINRA Investor Education quiz		#			
Michigan First Credit Union Workshop					
Budgeting/Saving:					
<u>Description</u>					
Task #1					
Investing:					
<u>Description</u>					
Task #1					
Tax and Insurance Planning:					
<u>Description</u>					
Task #1					
Homeownership					
<u>Description</u>					
Task #1					
TOTAL	#REF!		#REF!		