

FOR INDEPENDENT RESTAURANT OPERATORS

The 30-Day Training System Rollout Checklist

A week-by-week plan to turn training from a one-time event into the operating system that runs your restaurant — without hiring HR or buying enterprise software.

Why this matters. On a \$1.5M independent restaurant, a structured training system typically returns \$80K–\$120K per year through reduced turnover, faster ramp times, higher check averages, and reclaimed owner hours. That's a 6–8% revenue impact — bigger than most rent reductions or marketing pushes you'll ever run.

How to use this checklist

Block 60–90 minutes each week. Tackle one section at a time. Check items off as you go — the goal isn't perfection, it's a system that runs without you by Day 30.

WEEK 1

Audit what you have

Goal: Surface every standard, SOP, and tribal-knowledge moment that currently lives in your head.

- ☐ Walk the FOH with a notebook — list every task, SOP, and unwritten rule.
- ☐ Walk the BOH with the same notebook — recipes, prep lists, station setups, allergens.
- ☐ Pull the last 90 days of comps, voids, and guest complaints from your POS.
- ☐ List every place training material lives today (binders, Drive folders, Slack, texts).
- ☐ Identify the 3 roles you hire for most often (e.g., server, line cook, host).
- ☐ Pick a single source-of-truth location for all training material going forward.

WEEK 2**Pick the top 10 things that go wrong**

Goal: Document the highest-ROI fixes first instead of trying to write a manual for everything.

- ☐ Review last 90 days of mistakes — pick the top 10 most frequent or costly.
- ☐ Write a short SOP for each (1 page max, with a photo where possible).
- ☐ Document your 5 most-ordered menu items: ingredients, allergens, prep, plating.
- ☐ Write your opening checklist (FOH + BOH) — actual current steps, not aspirational.
- ☐ Write your closing checklist (FOH + BOH) — same approach.
- ☐ Document your 3 most common guest scenarios (allergy, complaint, wait quoted wrong).
- ☐ Have one current employee read each SOP and flag anything unclear.

WEEK 3**Build role-based learning paths**

Goal: Sequence what each role needs to know in week 1, week 2, and week 4 of employment.

- ☐ Build a Day 1 path for each core role (paperwork, tour, shadow, key SOPs).
- ☐ Build a Week 1 path: must-know menu items, key SOPs, who to ask for what.
- ☐ Build a Week 2 path: full menu, allergen handling, POS proficiency, side work.
- ☐ Build a Week 4 path: upselling, problem-solving, coaching new hires.
- ☐ Add a 5–10 question check at the end of each week to confirm understanding.
- ☐ Define what 'floor-ready' looks like for each role — make it measurable.
- ☐ Decide who owns sign-off (you, GM, lead server) for each milestone.

WEEK 4**Pilot with your next new hire**

Goal: Run the system live, measure ramp time, and iterate based on what you learn.

- ☐ Onboard your next new hire entirely through the new system — no shortcuts.
- ☐ Track their ramp time vs. your historical average (target: cut it by 30–40%).
- ☐ Sit down with them on Day 7 — what was clear? what was confusing?
- ☐ Update SOPs and paths based on their feedback (you'll find 5–10 fixes easily).
- ☐ Add a pre-shift micro-training habit (2 minutes, one topic, every shift).
- ☐ Schedule a monthly 30-minute review to keep the system alive — not a binder on a shelf.
- ☐ Decide what to systemize next (scheduling, comps policy, vendor SOPs, etc.).

How to know it's working

- ☐ New hires reach floor-ready in under 14 days (industry avg: 21+).
- ☐ You stop getting the same questions on the floor every shift.
- ☐ Comps and voids tied to staff error drop noticeably within 60 days.
- ☐ Your GM or lead server can onboard a new hire without you in the building.
- ☐ Guest complaints about consistency drop — same dish, same experience, every time.
- ☐ You take a day off and the restaurant runs the same as if you were there.

Common traps to avoid

- **Trying to document everything at once.** Start with the top 10 mistakes. The rest can wait.
- **Writing SOPs no one will read.** Short, visual, mobile-friendly. If it's a 5-page Word doc, it's already failed.
- **Training as a one-time event.** Day 1 orientation isn't training. Reinforcement loops are where retention lives.
- **No visibility into completion.** If you can't see who's done what, the system is invisible — and invisible systems decay.

Want a head start?

Grade your current training in 2 minutes. Garnysh's free AI Training Grader gives you a report card on your training program plus a 90-day improvement plan tailored to your restaurant — no signup gauntlet, no sales call required.

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