

TRAINING TOOLS INVENTORY FORM AS OF March 2016

RESTAURANT NAME: _____
 COMPLETED BY: _____

DATE OF INVENTORY: _____

NOTE: Check iBose for updated Training materials. Save updated tool on desktop and delete obsolete tool from your computer. Discard unused obsolete tools.

ITEM	EDITION	COMMENTS
EQUIPMENT REQUIREMENT		
Computer/CD-ROM for SMX E-learning		
DVD Player working		
Remote Control working		
Television working		
CREW DEVELOPMENT PROGRAM		
CCDP Coach Guide	May-09	
CCDP Workbook	May-09	
CDP Manager's Guide	Aug-10	
CDP Trainer's Notes	Aug-10	
Crew Recognition Chart Sticker poster GD/MFY		
Recognition Chart, with MDS, Chicken, Spaghetti		
Recognition Stickers (23 kinds)		
DVDs		
CCDP Video		
Coffee Decanter		
Food Safety		
Hotcakes		
Restaurant Basics		
Scrambler ring		
Station Video – Chicken McDo		
Station Video – MFY Initiator and Assembler Regular Menu		
OPS		
RESTAURANT BASICS		
Crew Development Program Introduction	Dec-10	
Security	Feb-09	
Electrical Isolation	May-12	
Guest Expectations (Hospitality)	May-12	
Workplace Safety	Dec-12	
Food Safety & Sanitation	Apr-14	
BACK AREA		
GRILL DIRECT		
Fried products	May-12	
Production Caller/Wrapper	May-12	
Regular Menu Grilled Products - Basics	May-12	
Breakfast Muffins/Dress/Hotcakes	Aug-12	

ITEM	EDITION	COMMENTS
OPS continuation		
BACK AREA		
MFY		
MFY Assembly Breakfast menu	May-12	
MFY Assembly Regular Menu	May-12	
MFY Fried Products	May-12	
MFY Grilled Products - Regular Menu	May-12	
MFY Initiator	May-12	
MFY McMuffin	Aug-11	
FRONT AREA		
Beverages & Desserts	May-12	
Customer Areas	Dec-10	
Customer Delight Basics	May-12	
French Fries & Hash Browns	Dec-12	
Service Cycle - Drive Thru Experience	Dec-10	
Service Cycle - Drive Thru Experience with COD	Oct-08	
Service Cycle - Front Counter Experience	Dec-10	
SUPPORT		
Breakfast Grilled Products - Basics	May-12	
Filtering	Dec-10	
Miscellaneous Task OPS	May-12	
Open and Transition - Back Area	May-12	
EQUIPMENT OPS		
Arch Fryer	Dec-10	
Beverage Towers	May-12	
Cleaning Behind Grills & Fryers	Dec-10	
Cleaning Stainless Steel, Exhaust	Dec-10	
Filters	Dec-10	
Franke French Fry Dispenser	May-12	
Freezers & Refrigeration	Dec-10	
Fryers	Dec-10	
Grill Close	Aug-12	
MFY HLZ	Dec-10	
MFY Steamer	May-12	
MFY Vertical Toaster	Dec-10	
Q-ing Oven	Dec-10	
Gravy Dispenser	Oct-14	

ITEM	EDITION	COMMENTS
TRAINING SOC		
Appearance	May-12	
Crew Chief	Sep-08	
RESTAURANT BASICS		
RB Checklist	Jul-10	
RB Quiz	Jul-10	
Clean & Sanitary	May-12	
Safety	May-12	
Security	May-12	
Clean & Sanitary - with plastic ordinance	Jul-13	
Clean & Sanitary - BET	Mar-14	
Food Safety	Apr-14	
Guest Expectations	Aug-15	
BACK AREA		
Grill Direct		
Grilled Products Meat - Clamshell grill	May-12	
Breakfast Meat - Flat grill	May-12	
Buns - Grill Direct System	May-12	
Dress - Regular Manu	Jan-15	
Grilled Products Meat - Flat grill	May-12	
MFY		
Grilled Products: Meat - Clamshell Grill	Sep-15	
Assembly Overview, Regular Menu, Spaghetti and Spaghetti	Sep-15	
Initiator: Buns, Spaghetti, and McSpaghetti with Chicken	Sep-15	
SUPPORT		
Q-Toast	May-12	
Grilled Onions	Jan-16	
Open and Transition Production	Jan-13	
Assembly: Breakfast Menu	Jan-16	
Breakfast Meat - Clamshell grill	Aug-14	
Eggs	Jan-16	
Hotcakes and Mini hotcakes	Aug-15	
Crispy Chicken Fillet	May-12	
Crispy Formed Chicken Portion	May-12	
Chicken Portion Breaded Frozen	Aug-15	
Chicken Fillet Ala King	Aug-15	
Chicken McDo	May-15	
Fried Products	May-12	
Close Production	May-12	
Prepping Products: Prepping	Jan-16	
Prepping Products: Prepping (VISMEN)	Jan-16	
SUPPORT Plastic Ordinance for Grill Direct		
Assembly: McSpaghetti - with plastic ordinance	Jun-12	
Hotcakes - with plastic ordinance	Jun-12	

ITEM	EDITION	COMMENTS
TRAINING SOC		
SUPPORT continuation		
Cooling Vessel Set-up	Mar-12	
Techni Ice	May-12	
FRONT AREA		
Customer Areas	Feb-15	
Customer Areas - with plastic ordinance	May-15	
French Fries & Hash Browns	Jan-16	
Milkshakes & Soft Serve Products: Desserts and Beverages	Feb-15	
Front Counter	Apr-15	
Desserts Table Service	May-15	
Drive-thru	Jan-09	
Open and Transition Service	Jan-13	
Close Service	Feb-15	
Taylor Open 8756	Mar-13	
Taylor Close 8756	Mar-13	
Taylor Open C706	Mar-13	
Taylor Close C706	Oct-12	
MDS		
McDonald's Delivery Service - Backpack	Nov-13	
McDonald's Delivery Service - Call Center Set-up, Runner	Sep-14	
McDonald's Delivery Service - Local Set-up	Dec-14	
McDonald's Delivery Service - Rider Appearance	Sep-14	
McCafe		
Level 2 McCafe	Jan-14	
Level 3 McCafe	Jun-14	
Dessert Center and Take out Counter		
Take Out Counter: Cashier ang Runner	Oct-12	
Transporting Iced Coffee Base for DC	Nov-12	
Cleaning and Sanitizing of Transporting Vessel for DC	Nov-12	
Prepping Iced Coffee Base for DC	Nov-12	
MAINTENANCE		
Maintenance	Aug-15	
LSM		
Restaurant Tours	Jan-14	
Themed McCelebration's Party	Feb-16	
LTO/SEASONAL PRODUCTS/ NEW SYSTEM TRAINING SOC		
Twister Fries	Jul-12	
Beverage Cell	Jun-14	
Vertical Transporter	May-15	
FSB: Frozen Sparkling Beverages	Jan-16	
Universal Holding Cabnet Material	Oct-15	
Overhead Transporter	Feb-16	
Corn Cup	Nov-15	

FOLLOW-UP SOC		
ITEM	EDITION	COMMENTS
RESTAURANT BASICS		
Clean & Sanitary	May-12	
Food Safety	Oct-10	
Guest Expectations	Jan-09	
Safety	Jan-09	
Security	Feb-09	
FRONT AREA		
Close Service	Dec-10	
Customer Areas	May-12	
Drive-thru	May-12	
French Fries & Hash Browns	May-12	
Front Counter	Nov-08	
Milkshakes & Soft Serve Products	May-12	
Open and Transition Service	Dec-10	
BACK AREA		
Grill Direct		
Assembly Overview	May-12	
Breakfast Meat - Flat grill	May-12	
Buns - Grill Direct System	May-12	
Dress - Regular Manu	May-12	
Grilled Products Meat - Flat grill	May-12	
MFY		
Assembly: Overview	May-12	
Assembly: Regular	May-12	
Buns - Rapid Toaster/Steamer	May-12	
Grilled Products: Meat - Clamshell Grill	May-12	
MAINTENANCE		
Maintenance - Grease trap	Feb-12	
SUPPORT		
Assembly: Breakfast Menu	Sep-11	
Breakfast Meat - Clamshell grill	May-12	
Chicken McDo	May-12	
Close Production	Dec-10	
Crispy Chicken Fillet/Portions	May-12	
Eggs	May-12	

FOLLOW-UP SOC continuation		
ITEM	EDITION	COMMENTS
SUPPORT		
Fried Products	Jul-12	
Hotcakes	May-12	
McSpaghetti	May-12	
Open and Transition Production	Dec-10	
Q-Toast	Sep-11	
MANAGEMENT DEVELOPMENT PROGRAM		
DVDs		
Shift Management Video		
SMX E-learning video		
MDPs		
SMX MDP	Nov-13	
ASM MDP	Mar-13	
EMP MDP		
MDP 3 - Restaurant Management	Jul-10	
MDP 4 - Business Management	Sep-09	
COACH GUIDES		
Coach Guide - SMX	Nov-13	
SMX Answer Key guide	Nov-13	
Coach Guide - MDP 3	Jul-10	
Coach Guide - MDP 4	Nov-05	
ROIP MATERIALS		
Customer Experience Playbook	APMEA 2015	
Systems Map	Jan-11	
OTHER MATERIALS		
Building Maintenance Calendar	2015	
Equipment Manuals		
O&T	2011	
Planned Maintenance Calendar	2016	
Planned Maintenance Manual		
Pocket Quality Reference Guide	Jan-16	