



BoomBozz New Menu Rollout Training Checklist

BOH (Back of House) Training

Review New Menu Items

- ☐ Familiarize staff with new ingredients and products.
- ☐ Review preparation methods for all updated items.
- ☐ Highlight changes, such as tossing cauliflower bites in Buffalo Sauce instead of serving the sauce on the side.

Standardized Recipes

- ☐ Access and review recipe cards available on BoomBozzConnect.
- ☐ Practice portion control using the updated guides.
- ☐ Confirm all team members know how to prepare each item consistently.

Product Inventory

- ☐ Conduct inventory check for required ingredients and order as needed.

Equipment Check

- ☐ Ensure kitchen tools and appliances are ready for preparing the new items.
- ☐ Verify fryers, ovens, and other cooking tools are cleaned and maintained.

FOH (Front of House) Training

Menu Knowledge

- ☐ Review the updated menu, including descriptions of new and modified items.
- ☐ Train staff to answer guest questions
- ☐ Ensure all team members have completed Opus course.

Guest Communication

- ☐ Practice scripts for describing new items
- ☐ Train on how to upsell complementary items.

Handling Guest Feedback

- ☐ Educate staff on how to handle guest inquiries or complaints about menu changes.
- ☐ Direct unresolved concerns to management for further review.

Managers

Training Session Scheduling

- ☐ Schedule dedicated training sessions for BOH and FOH staff before the rollout.
- ☐ Ensure all shifts are covered and every team member attends a session.
- ☐ All managers must also complete the Opus course

Operational Materials

- ☐ Distribute updated materials, such as recipe cards, portion guides, and operational instructions, to all relevant staff.
- ☐ Upload resources to BoomBozzConnect for easy access.

Inventory Management

- ☐ Monitor inventory levels and ensure new products are ordered and stocked before the rollout.
- ☐ Verify that all outdated products are depleted.

Performance Check

- ☐ Conduct mock service runs to ensure staff are fully prepared.
- ☐ Address any inconsistencies in preparation or guest service during the test runs.

Post-Rollout Review

Monitor Performance

- ☐ Collect guest feedback on the new menu items.
- ☐ Observe staff execution of updated preparation and service methods.

Team Check-In

- ☐ Schedule a follow-up meeting with BOH and FOH teams to address any challenges.
- ☐ Share any corporate updates or additional training needs.

Completion

All team members must sign off once they have completed their assigned training tasks.

Managers must upload the completed checklist to BoomBozzConnect for corporate review.