

## Edison Menus and Inventory Training - Site Supervisor Agenda

### Thursday January 7, 2016 (11:00 - 3:00)

11:00 - 11:15	• Overview of Manager Training	15 minutes
11:15 - 12:00	• Meal Planning Counts (Forecasting)	45 minutes
12:00 - 12:45	• Ordering	45 minutes
<b>12:45 - 1:00</b>	<b>• Break</b>	<b>15 minutes</b>
1:00 - 1:30	• Ordering continued	30 minutes
1:30 - 2:15	• Receiving	45 minutes
2:15 - 2:45	• Issuing Inventory (transfers, returns, and food loss)	30 minutes
2:45 - 3:00	• Wrap up and Review	15 minutes

### Friday January 8, 2016 (11:00 - 3:00)

11:00 - 11:30	• Review of meal counts, ordering, receiving, issuing	30 minutes
11:30 - 12:45	• Production (withdrawing/depleting inventory)	1 hour 15 min
<b>12:45 - 1:00</b>	<b>• Break</b>	<b>15 minutes</b>
1:00 - 2:00	• Production continued	1 hour

LOG OUT OF TEST DATA AND LOG INTO **LIVE DATA**

2:00 - 2:45	• Enter meal counts for 1/11 & 1/12 for all meals <a href="#">Print Production Worksheet for 1/11/16</a>	45 minutes
2:45 - 3:00	• On-Site expectations - Review & Wrap-Up	15 minutes

# Edison Site Go Live Competency Rating

School Org# \_\_\_\_\_

School Name: \_\_\_\_\_

*Please rate your understanding of the following Edison tasks/proccses:*



Checklist functionality



Opening a Day



Meal Planning



Ordering



Receiving



Issuing (transfers, returns, food loss)



Production Report



Physical Inventory



Close a Day

Comment:

Supervisor/Lead Name: \_\_\_\_\_

Supervisor/Lead Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Edsion Tech Name: \_\_\_\_\_

Edsion Tech Signature: \_\_\_\_\_

Date: \_\_\_\_\_