

Goal: *A well-written goal is specific and stated in clear, measurable terms.*



Standardize communication processes across all areas of the Culinary Department by 9/30/2019.

Action Steps <i>What will be done?</i>	Responsible Parties <i>Who will do it?</i>	Needed Resources <i>(Funding/Materials)</i>	Date <i>By when?</i>
1 Create Culinary department communication board called "What's News".	Dining Director	Board materials and supplies	8/30/2019
2 Use board to post weekly topics, including changes to service procedures and menu changes.	Dining Director	N/A	9/6/2019
3 Incorporate the "What's News" information in the daily standup meetings.	Dining Director	N/A	9/11/2019
4 Implement a tasting panel into daily stand ups. Discuss ingredients, nutrients, and allergens.	Dining Director and Chef	N/A	9/11/2019
5 Communicate weekly goals for service, daily specials, expectations, and have an open forum.	Dining Director and Chef	N/A	9/30/2019