



BLUES/ENTERPRISE TRAINING 2022-2023 SEASON

Each individual volunteer will need to register with Levy and complete their online training. Instructions found below in Section A.

Each individual volunteer will need to complete the mandatory alcohol training and test certification.

Instructions found below in Section A.

All training must be completed by 9/20/2022

A

Step 1: Registration

Click the link to complete the registration. This can be completed on a mobile device.

<https://app.smartsheet.com/b/form/d23208c53b7f46469f3b75376eb0d5d7>

Step 2: Training and Policies

A web link will be emailed from LevyDocuSign@LevyRestaurants.com directly to you after you complete the registration.

Note: The link is not sent immediately, and may take several days. The DocuSign will include policy acknowledgements for you to electronically sign, along with instructions for online training. Please check your Spam/Junk folder for the email from LevyDocuSign@LevyRestaurants.com

Levy training will review the following training topics and policies:

- Cash handling -Safety and sanitation, non-slip shoes, cut resistant gloves, OSHA*
- Policy against harassment and discrimination -Health reporting agreement*
- Liquor liability and responsible alcohol service standards*
- COVID-19 guidelines*

*Required training takes 30 minutes on average to complete. At the end of the training a certificate of completion can be downloaded. **You must upload this certificate when completing the required training and policy acknowledgements via DocuSign.***

The LevyDocuSign@LevyRestaurants.com email address does not accept incoming email. Please contact me with questions.



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B

SMART <https://www.mopip.org/SMART/> (The State of Missouri Alcohol Responsibility Training (SMART) program is an interactive, web-based course available free of charge to those who own or work for any Missouri establishment licensed to sell alcohol.)

- 1 Click the link above to open the training website.
2. Click the Orange Button stating “Click Here to access the Smart Training Program.”
3. Click the dropdown tab “SMART Registration” on the left-hand side of the page
4. Enter all your information into the boxes shown (include the dashes in the phone number, such as 573-882-9335, and recheck the birthdate year as the calendar sometimes resets)
5. Hit “submit”
6. You will receive an email with a password (sometimes emails take up to an hour to arrive, please check your junk/SPAM folder as well”
7. Come back to the smartmo.education site and enter your email and the password
8. Under the tab “Program Dashboard” hit the “Train” icon selecting the **SERVER** training
9. Once you complete the training, you can take the exam by clicking the “Exam” icon under “Program Dashboard”
9. Once you finish the exam a small “Print” icon will appear next to the exam icon and you can print your certificate.

A screenshot of the certificate must be E-mailed to Michael or Keri Beutel

KERIBEUTEL@GMAIL.com

MPBEUTEL@GMAIL.COM