Restaurant Staff Onboarding Checklist

Personal Information & Documentation

Item	Completed	Notes
Employment Agreement Signed		
Tax Forms Submitted		
Identification Verified		
Bank Details Collected		

Orientation & Policies

Item	Completed	Notes
Company Introduction & Tour		
Employee Handbook Provided		
Uniform & Dress Code Explained		
Policies & Safety Procedures		

Job Training

Item	Completed	Notes
Workstation Assigned		
Introduction to Team Members		
Shadowing Experienced Staff		
Menu & Ingredients Knowledge		
POS System Training		
Kitchen & Health Standards		
Customer Service Guidelines		

Other Requirements

Item	Completed	Notes
Set Work Schedule		
Emergency Contact Details Provided		