

Specialty Food Shop Employee Induction Template

Employee Information

Name

Position

Start Date

Supervisor

Welcome & Shop Introduction

About the Shop

Mission & Values

Health & Safety Training

- Food handling procedures
- Cleanliness and hygiene
- Allergy awareness
- Emergency exits & procedures

Other Notes

Product Knowledge

Key Products

Unique Features/Selling Points

Customer Service Standards

- Greeting customers
- Handling questions & special requests
- Returns & complaints

Other Customer Service Notes

Daily Operations

Task	Frequency

Policies & Procedures

List of Key Policies

Important Contacts

Name/Role	Contact Information

Sign-Off

Employee Signature

Date