

Restaurant New Hire Orientation Checklist

Date:

Employee Name:

Position:

Manager/Supervisor:

Company Overview

- ☐ Welcome and Introduction
- ☐ Mission, Vision, and Values
- ☐ Organizational Structure

Policies & Procedures

- ☐ Attendance and Punctuality
- ☐ Uniform and Grooming Standards
- ☐ Cell Phone and Technology Usage
- ☐ Breaks and Meal Policies
- ☐ Harassment and Discrimination Policy
- ☐ Safety and Emergency Procedures

Job Training

- ☐ Tour of Restaurant and Facilities
- ☐ Introduction to Team Members
- ☐ Menu Overview
- ☐ Workstation Setup
- ☐ Equipment Usage and Maintenance
- ☐ Guest Service Standards
- ☐ Cash Handling Procedures

Food Safety & Sanitation

- ☐ Proper Handwashing
- ☐ Health and Hygiene Requirements
- ☐ Food Storage and Labeling

☐ Cleaning and Sanitizing Procedures

☐ Allergen Awareness

Other

☐ Payroll & Benefits

☐ Scheduling and Availability

☐ Questions and Feedback

Notes

Employee Signature:

Date:

Manager Signature:

Date: