

Restaurant Employee Onboarding Checklist for New Staff

Efficient **restaurant employee onboarding** ensures new staff are well-prepared and confident in their roles. This checklist covers essential training, policies, and safety procedures to streamline the integration process. Proper onboarding boosts team productivity and enhances overall customer service quality.

New Employee Onboarding Checklist

- **Pre-Arrival Preparation**
 - Send welcome email and onboarding schedule
 - Prepare uniform, name tag, and necessary equipment
 - Set up employee account and payroll documents
- **First Day Orientation**
 - Tour of restaurant and introduction to team members
 - Review restaurant mission, values, and standards
 - Explain job description and expectations
- **Required Paperwork**
 - Complete W-4 or relevant tax forms
 - Provide identification for employment verification (I-9 form)
 - Sign employee handbook and policy acknowledgments
- **Training**
 - Shadowing experienced team members
 - POS (Point of Sale) system training
 - Food safety and hygiene practices
 - Table service or kitchen procedures, as applicable
 - Fire safety and emergency procedures
 - Customer service protocols
- **Policies & Guidelines**
 - Attendance, punctuality, and dress code policies
 - Breaks and meal periods
 - Cell phone and personal device usage
 - Workplace harassment and anti-discrimination policies
- **Health & Safety Procedures**
 - COVID-19 protocols or other relevant updates
 - Handwashing and sanitization requirements
 - Reporting accidents or incidents
- **Check-Ins & Feedback**
 - Schedule regular check-ins with supervisor during first 30 days
 - Offer opportunities for questions and feedback
 - Assess progress and provide additional training if needed
- **Completion & Certification**
 - Confirm completion of all onboarding steps
 - Issue training completion certificate (if applicable)
 - Add employee to team schedules

Note: Customizing this checklist to fit your restaurant's unique needs ensures every new hire is set up for success.