# Pre-Boarding

[ ]  Offer position and clarify next steps

[ ]  Send welcome message with information about first day

[ ]  Enter them into time & attendance system and any other relevant technology solutions

[ ]  Draft their training schedule

[ ]  Assign a buddy or mentor who they will meet on their first day

[ ]  Print all training materials or assign online learning

[ ]  Check in with them again before their first day

#

# Onboarding

[ ]  Verify the new hire has brought all essential documents with them

[ ]  IDs to complete an I9

[ ]  Any additional items you requested

[ ]  Clock the employee in or complete a time edit sheet to confirm hours worked

[ ]  Complete form I9

[ ]  Employee completes Section 1

[ ]  Employer completes Section 2

[ ]  Complete Anti-Harassment Training and save certificate

[ ]  Complete new hire paperwork forms

[ ]  Employment Application

[ ]  Form I9

[ ]  W4

[ ]  Wage Notice

[ ]  Employee Handbook Acknowledgement

[ ]  Other essential state and city documents

[ ]  Pregnancy Notice

[ ]  Commuter Benefits

# Restaurant Orientation

[ ]  Restaurant culture & values

[ ]  Restaurant History

[ ]  Restaurant Mission & Values

[ ]  Restaurant Style & Story

[ ]  Menu and recipe information

[ ]  Restaurant Cuisine/Philosophy

[ ]  Recipe Information: where to find it

[ ]  Review Menu and stations

# Review role & training expectations

[ ]  Review job description

[ ]  Review key policies and procedures

[ ]  Attendance and lateness protocols

[ ]  Pay checks and pay date

[ ]  Meal break practices

[ ]  Benefits (if applicable)

[ ]  Employee discount

[ ]  Lost & Found

[ ]  Open Door policy

[ ]  Time and attendance – time clocking system

[ ]  Review training schedule and process

[ ]  Discuss new hire availability and upcoming time-off requests

[ ]  Review Week 1 in detail including trainer detail and expectations

# Restaurant Tour & Safety Procedures

[ ]  Safety Walk Through

[ ]  First Aid Kit location

[ ]  Personal protective equipment

[ ]  Lifting best practices

[ ]  Injury reporting expectations

* Health & safety protocols
* Emergency Exits and Fire safety

[ ]  Locker room & changing areas

[ ]  Employee entrance

[ ]  Kitchen area: dish room, walk in, dry storage, hand washing stations

[ ]  Introduction to key employees & Trainer

[ ]  At the end of the day, review when to return for their next shift again