# 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