

NEW HIRE RESTAURANT TRAINING CHECKLIST

(Pre-Boarding & Compliance)

Pre-Boarding & Compliance

New hire: Role: Start date:

TASK	DATE	TRAINER INITIALS
Send offer letter and confirm acceptance, start date, and first-shift details.		
Collect Form I-9 Section 1 (due no later than Day 1) and complete Section 2 within 3 business days of start.		
Collect tax paperwork (W-4/state) and direct-deposit information.		
Provide and review the employee handbook: attendance, dress code, phone use, and break rules.		
Provide the tip-credit / tip-policy notice and obtain acknowledgment (where applicable).		
Confirm required certifications are scheduled or on file: food handler card, alcohol-service permit (where required).		
Complete any state-required training (e.g., anti-harassment) per local law.		
Prepare tools before Day 1: uniform, name tag, POS login, scheduling-app access, and keys/locker.		
Assign a training buddy/mentor for the first weeks.		
Additional Task:		

Instructions:

Complete before the new hire works independently. Employment-eligibility timing is strict: Form I-9 Section 1 is due no later than the first day of work and Section 2 within three business days of the start date – late or incomplete I-9s create real compliance exposure. Batch paperwork so Day 1 can be mostly training, not admin. Having tools and access ready before Day 1 saves training time, and assigning a buddy matters – most new hires rate having a mentor as very important to starting well. (These are common best practices, not legal advice; confirm requirements with counsel and your local health department.)

NEW HIRE RESTAURANT TRAINING CHECKLIST

(Day 1 – Orientation & Safety)

Day 1 – Orientation & Safety

New hire: Role: Start date:

TASK	DATE	TRAINER INITIALS
Welcome the new hire; introduce the restaurant's mission, values, and service philosophy.		
Give a guided tour: front-of-house, back-of-house, storage, staff areas, and emergency exits.		
Introduce managers, supervisors, and key team members, including the assigned buddy.		
Cover food-safety basics: handwashing, personal hygiene, glove use, and no working while ill.		
Cover workplace safety: slip/trip prevention, safe lifting, knife handling, and burn/fire awareness.		
Review the location of first-aid kit, fire extinguishers, and emergency procedures.		
Walk through the POS system basics for the role (log in, start an order, common functions).		
Review scheduling: how shifts, swaps, time-off requests, and the time clock work.		
End with a clear 'what happens next' plan for the next shift.		
<i>Additional Task:</i>		

Instructions:

A well-run Day 1 doesn't try to make someone job-ready instantly – it makes them comfortable, oriented, and eager to return. Lead with food-safety and workplace-safety basics: these are the habits that protect guests, the team, and the business, and they should never be treated as the 'boring part.' Show every new hire the emergency exits, first-aid kit, and extinguishers. Close the day by telling them exactly what the next shift will focus on, so they arrive with a clear target instead of uncertainty.

NEW HIRE RESTAURANT TRAINING CHECKLIST

(Week 1 — Role Training: Shadow → Assist → Solo)

Week 1 — Role Training

New hire: Role: Week of:

TASK	DATE	TRAINER INITIALS
Menu knowledge: ingredients, preparation, pricing, and (where possible) tastings of key dishes.		
Allergen training: the major allergens (milk, eggs, fish, shellfish, tree nuts, peanuts, wheat, soybeans, sesame) and how to answer guest questions.		
Cross-contamination and safe food handling for the role (holding temps, dating, labeling as applicable).		
Equipment training: safe use and cleaning of the tools and stations for the role.		
POS/register proficiency: orders, modifiers, payment, voids, and closing out.		
Guest-service standards: greeting steps, complaint handling / service recovery, and upselling basics.		
For servers: alcohol-service responsibilities and refusal practice (where applicable).		
Shadow an experienced staff member (Days 1–2), then assist with supervision (Days 3–4).		
First supervised solo work when the buddy confirms readiness (not on a fixed date).		
Additional Task:		

Instructions:

The goal of Week 1 is accuracy and safety before going solo — not speed. Use the shadow → assist → solo progression: observe, then handle parts of the job with supervision, then a first supervised solo shift only when the buddy says the new hire is ready. Some are ready by Day 4, others need Day 10; readiness matters more than the calendar. Allergen knowledge is non-negotiable — under FDA food-safety law and most state codes, staff must know the major allergens, and a server who doesn't know the allergens in your popular dishes is a liability the moment they go solo.

NEW HIRE RESTAURANT TRAINING CHECKLIST

(Milestones & Sign-Off — 30 / 60 / 90 Day)

Milestones & Sign-Off

New hire: Role:

TASK	DATE	TRAINER INITIALS
Confirm completion criteria met for the role before assigning independent shifts; document sign-off.		
Verify all compliance items are complete and on file (I-9, certifications, acknowledgments).		
30-day check-in: review performance, answer questions, and set goals; document the conversation.		
60-day check-in: confirm the hire is meeting standards (ticket times, portion specs, service steps).		
90-day check-in: confirm full role competency and culture fit; identify any further training.		
Keep quick refreshers going: pre-shift huddles, menu spotlights, and periodic safety reminders.		
File the completed training record and all sign-offs in the employee file.		
Additional Task:		

Instructions:

Define completion criteria so it's clear when the new hire can work solo — vague expectations are a common onboarding failure. Confirm every compliance item is complete and filed before independent shifts begin. Onboarding doesn't end after Week 1: 30/60/90-day check-ins catch struggles early (you want to know someone is struggling on Day Three, not Day Fourteen) and build long-term performance and retention. Keep the completed, signed training record in the employee file as proof of training for food-safety and labor compliance.