

New hire onboarding checklist

FOH and BOH tracks, before day one through the 30-day check-in

LOCATION _____ NEW HIRE _____ ROLE _____
 START DATE _____ TRAINER _____

Before day one	INITIALS	TIME
☐ I-9 sections 1 and 2 completed, signed and filed before the first shift		
☐ W-4 (federal) and state withholding form on file		
☐ Direct deposit form and voided check or bank letter collected		
☐ Food handler card status confirmed; class booked if not certified, where required		
☐ Uniform sized and issued, or ordered with a pickup date		
☐ First schedule sent, with the trainer's name and start time on it		
☐ Login or QR code for the training app created and tested before day one		
☐ Emergency contact and any accommodation needs on file		
Day one	INITIALS	TIME
☐ Full building tour: FOH, BOH, office, dry storage, walk-in and reach-ins, dumpster, back door		
☐ Emergency exits and the evacuation route walked, not just pointed at		
☐ Hand sink locations shown; handwashing steps demonstrated		
☐ Fire extinguisher and first aid kit locations shown		
☐ Allergen matrix reviewed and its location during service confirmed		
☐ "Who to ask" card given: manager on duty, trainer, who covers each station		
☐ Shadow assignment posted with the trainer's name, shift, and station		
☐ Shift meal eaten with the team, not alone in the office		
Week one: FOH track	INITIALS	TIME
☐ POS login created; logged in and rang a practice ticket		

☐ Section map and table numbers learned; can find any table without asking		
☐ Steps of service walked start to finish with the trainer, then repeated solo		
☐ Menu tasting completed; can describe ingredients, prep, and allergens for the core menu		
☐ Allergen protocol practiced: how to flag an order, who confirms it with the kitchen		
☐ POS modifiers, comps, and voids reviewed		
☐ Closing sidework list completed once with the trainer watching		
☐ Tip pooling or reporting policy explained and signed		

Week one: BOH track

INITIALS

TIME

☐ Station map walked: where every tool, pan, and ingredient lives		
☐ Knife safety reviewed; own knife roll or station knives assigned		
☐ Temp log locations and standards taught: cold holding 41°F (5°C) or below, hot holding 135°F (57°C) or above		
☐ Labeling and date-marking system taught: FIFO, day-dot or written date		
☐ Sanitizer concentration and test strip use demonstrated		
☐ Recipe cards located; walked through 2 to 3 core recipes with the trainer		
☐ Prep list format explained: how to read it, how to mark items done		
☐ First prep task or knife cut completed with the trainer present		

Week two: sign-offs

INITIALS

TIME

☐ Practical check-off completed: core tasks demonstrated to the trainer's standard, not just attempted		
☐ Food safety quiz completed and passed, or a retake scheduled		
☐ Role-specific quiz completed: menu, POS, or station knowledge		
☐ Trainer sign-off form completed and filed		
☐ First solo shift scheduled with a buddy on the floor or line		
☐ Manager check-in held after the first solo shift: what went well, what needs another pass		

30-day check-in	INITIALS	TIME
☐ 30-day one-on-one scheduled and held, not skipped for a busy week		
☐ New hire's feedback collected: what's working, what's still unclear		
☐ Manager's feedback given, specific and tied to the sign-off sheet		
☐ Certification status confirmed: food handler card on file, expiration date noted		
☐ Schedule and availability reviewed; changes made if needed		
☐ Decision noted: on track, needs more training, or not a fit		

Keep completed checklists in the personnel file. They're the paper trail for wage claims and health inspections alike.