

Checklist onboarding new employee

Administration

- Sign employment contract
- Copy of employee's identification document
- Employee contact and emergency information
- Employee's banking information

Work Expectations

- Written job description that details responsibilities
- Copy of restaurant code of conduct
- Explanation of working hours
- Uniform policy
- Opening and closing shift procedures
- Explain how shifts are assigned
- Procedure for changing shifts
- Requesting leave

Training

- Menu review and tasting
- Recipe training
- Allergen training

Mentorship

- Assign mentor to guide and support the new chef/staff member
- Schedule mentorship sessions
- Define mentor's role and responsibilities

Personal and professional growth

- Set clear and transparent goals for 1,2 and 3 months
- Schedule feedback sessions
- Mentor's feedback on the new hire's progress
- New hire's self-assessment and reflections
- Adjust goals and expectations as needed

Communication

- Encourage open and inclusive communication
- Explain channels for raising concerns or suggestions
- Provide contact information for immediate supervisors
- Schedule regular check-ins for feedback and questions
- Schedule wellbeing check-ins
- Schedule 'an hour for us'