



NEW EMPLOYEE ONBOARD CHECKLIST (2018)

CFC STORY & FUTURE:

CFC- 27 Restaurants – Family Owned Business.

Culture: We are **ONE TEAM, ONE COMPANY.**

___ Ensure that the new employee knows what is the culture and mission of CFC;

CUSTOMER SERVICE:

MISSION: LOVE OUR GUEST AND HELP OTHERS.

CREATE AN ENVIRONMENT IN YOUR STORE OF ENERGY AND FANATICS. Remember fanatics LOVE what they do.

___ Ensure the new employee understands that no matter what they are doing, **OUR GUEST GO FIRST.** They must provide polite and friendly service at all times, and that includes the kitchen, front counter, DT and dining room personal.

MANAGER MUST BE HERE 1ST DAY:

___ Welcome the new employee and introduce him/her to the rest of the team, let him/her know who are the Assistant Managers, Shift Leaders, Team Leaders and Crew.

___ **IMPORTANT:** When a new employee is hired, ensure that he/she is scheduled to start their first week of work with you, on your shifts. This is extremely critical to address any concerns, correct any problems and evaluate the employee's potential.

PAPER WORK:

___ Ensure that new employee fills out the proper documents: Applications, W-4, I-9, CFC's Handbook Acknowledgement form.

___ Store Manager fills out the Employer and Verification Part on the I-9 form, fax to the office the W-4 form and the employee information form only.

___ A file must be present in your office with the application, W-4, I-9, copies of U.S. Passport, state ID or permanent resident and the CFC acknowledgement for each employee. As well as working papers, if necessary.

OTHERS:

___ Provide proper uniform and accessories.

___ Provide information about appearance, personal hygiene, schedule procedures, absenteeism, policies about carrying electronic devices, safety policy, meal policy, cash policy, performance and discipline policy.

Completed by: _____

Restaurant Manager's signature_____ **Date:** _____