



NEW EMPLOYEE ONBOARD CHECKLIST

Creative Foods Corp. is a family owned business with 28 restaurants. Your job is to create an environment of positive energy. You must emphasize that Customer Service is of the highest importance. **OUR GUESTS COME FIRST.** Ensure that the new employee understands that no matter where they are: front counter, dining room, kitchen or drive thru they must provide polite and friendly service at all times. **Managers lead by example.**

- The manager **MUST** be present when a new hire reports to work for the 1st day. It is extremely important that he/she is scheduled to start their first week of training with you, on your shifts so that you can address any concerns, correct any problems and evaluate the employee's potential.
- 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.

REQUIREMENTS:

Ensure that the employee completes the proper documentation and you maintain copies of the originals in their file:

_____ Application – Have employee fill in completely.

_____ New Hire Information Sheet. **Complete & fax to the Office.**

_____ W-4 – **Complete & fax to the Office.**

_____ I-9 – The Manager must complete the Employer & Verification sections.

_____ CFC's Handbook Acknowledgement Form – You must **GIVE** them a Handbook and be sure to have them sign the Acknowledgement on the last page. Take the signed form and file it in their Personnel file.

_____ You must create a Personnel File for each new employee. The file must be kept in your office with the application, W-4, I-9, copies of U.S. Passport, state ID or permanent resident, social security cards, working papers, if necessary and the signed CFC Acknowledgement for each employee. **The Personnel Files must be maintained and all paperwork kept current. They are subject to audit at any time.**

_____ Provide the new hire with the proper uniform and accessories.

_____ Emphasize information about appearance, personal hygiene, schedule procedures, absenteeism, policies about carrying electronic devices, safety policy, meal policy, cash policy, performance and discipline policy. All these items are detailed in the Handbook.

Restaurant Manager's Signature

Date