[COMPANY LOGO]

First Day Onboarding Procedure

Last Updated: 22/01/2024

Employee Responsible: Kitchen Supervisor

Purpose:

To outline the steps the supervisor must take to successfully onboard a newly hired employee.

Review Procedure:

This procedure document should be reviewed (and updated if necessary) by the **Regional Supervisor** at least **Once Every 2 Months** or immediately after any physical operational procedure steps have been changed at any point.

Procedure Outline

1. Employee Introduction
2. Completing Required Paperwork
3. Employee Uniform

Employee Introduction

Purpose: To ensure that the employee feels welcome in our establishment.

When: The moment that the newly hired employee enters the kitchen.

1. Greet the employee with a firm handshake and kindly welcome him/her to the new position.
2. Guide the employee to the kitchen office as you make friendly small talk.
3. Introduce the new employee to any current employees that you may encounter on the way to the office.
4. Invite the employee to have a seat in the employee office chair.

Completing Required Paperwork

Purpose: To ensure that all legal and informational company paperwork is completed and recorded into our system.

When: As soon as the introduction process has concluded.

1. Go over the company's employee handbook, employment contract, evaluation sheet, and all legal employee paperwork that he/she is required to complete.
2. Briefly explain what is included in the handbook, and allow the employee some time to fill out the paperwork.
3. Explain the training process to the employee, and closely review their position's evaluation checklist with him/her.
4. Once the employee has completed the legal paperwork, review the papers to ensure that all required information has been filled out.
5. Store the employee's papers in a filing envelope labeled with their name and date
6. Take the envelope containing all of the employee's paperwork to the human resources office at the end of the work day to have the HR employee register the information into our digital system.

Employee Uniform

Purpose: To ensure that the employee receives ownership of a complete standard work uniform and understands the process of daily uniform changing.

When: Immediately after completing the onboarding video process.

1. Ask the employee what size pants, shirt, and shoes he/she wears so that you can locate their personal work uniform.
2. Ask the employee if he/she has any questions at this time as they follow you to retrieve their new work uniform.
3. Explain to them where they will change in/out of their uniform everyday, where they may use the restroom, where they may store their personal items, review the daily kitchen entry sanitation process, and the uniform washing process.
4. Allow the employee adequate time to change into their new work uniform.

Monitoring

The supervisor will use this document as a guideline for the onboarding process. The human resources department manager will be in charge of ensuring that all necessary employee paperwork has been delivered by the kitchen supervisor. The regional supervisor will sit on an onboarding day each quarter to ensure all process are being completed by the supervisor as outlined on this document.

SIGNATURES

Signatures from employees and management to confirm that they have read and understand procedures.

Staff Member Name	Signature	Date

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