INSTRUCTIONS FOR USING:

1. To populate your company name across the entire document: Ctrl + F > [Company Name] > More Options > Enter you company's name under "Replace with" > Replace all
2. Review and populate the necessary fields below using your company's information
3. Edit any sections with your business's policies and procedures
4. Remove the highlighted portions
5. Print hard copies to share with newly hired employees, or share a "Viewer" copy via Google Docs

[COMPANY LOGO]

EMPLOYEE HANDBOOK

[MISSION STATEMENT]

Last Updated: 00/00/0000

Welcome

Welcome to the [Company Name] team! We are thrilled to have you on board as we collectively work towards our mission of [Mission]. This guide has been created to provide you with comprehensive insights into our operations, rules, and policies, empowering you to not only achieve your goals but also contribute to the realization of ours.

Your presence is a valuable addition to [Company Name], and we extend our best wishes for a successful and fulfilling journey in your new role. Once again, congratulations, and we look forward to achieving great milestones together."

[Company Name] Team

© 2023 CookDocs

About [Company Name]

[Company Name] is a [about your company]

Training & Evaluation

To ensure the proficiency and competence of our team members in their respective roles, new employees at [Company Name] will undergo a comprehensive company training program. Throughout this initial employment phase, supervisors will closely observe and evaluate each new employee based on various critical aspects.

Regular evaluations will be conducted, following our established procedure, which your assigned supervisor will acquaint you with. These assessments will be based on a cumulative score derived from various abilities outlined in your current role's evaluation sheet. Key areas of evaluation include:

- Enhancement of skills relevant to the employee's position.
- Efficiency in task completion.
- Adherence to written and verbal instructions.
- Maintenance of cleanliness and organization in the [Company Name] kitchen.
- Effective communication with kitchen staff.
- Attention to detail in all tasks.
- Demonstrated willingness to excel.
- Maintenance of a positive attitude.

These evaluations aim to foster continuous improvement and excellence in your performance at [Company Name].

Promotion Process

At [Company Name], we are committed to fostering the growth and development of our employees. By consistently delivering exceptional performance at their current role and actively seeking mastery in their assigned station, employees position themselves for potential promotions and increased salary levels.

Promotions are merit-based and dependent on an employee's sustained positive performance and output. The decision for promotion rests with the kitchen supervisor, considering the employee's demonstrated commitment to excellence, as well as performance scores on the periodic employee evaluations.

Upon promotion to a new position, employees will assume additional responsibilities. During a 30-day trial period, starting from the first day in the new role, the employee will receive the agreed-upon increased salary as they prove their capabilities in the new position.

Compensation

The salary for each employee is determined by the position they hold, and the agreed-upon amount is established between [Company Name] and the employee before the start date. Payments are processed at the end of each month. Any questions or concerns regarding compensation can be addressed by contacting our HR department.

© 2023 GUORDocs

HR Contact Email: [HR Email]

HR Contact Phone Number: [HR Phone Number]

Bonuses:

Employees will be granted bonuses by the company based on performance as per specific departmental policy.

Scheduling

Employees can access their individual work schedules by checking the [method in which you display employee work schedules]. These schedules will be updated bi-weekly, specifically on [Week Day] mornings. This ensures that employees consistently have their schedules available at least two weeks in advance, offering transparency and planning stability. It's important to note that as the company expands its technical infrastructure, the scheduling process may be subject to change.

While employees typically follow a routine schedule, we recommend checking your assigned work hours on a weekly basis for any potential changes. We advise employees to capture a photo of the new schedule or note down the designated days and hours. In the event of any questions or concerns about work schedules, employees are encouraged to contact the kitchen supervisor or HR department.

Company Policies:

"Our company policies serve as stringent guidelines, akin to laws, designed to uphold fairness, foster a safe working environment, and facilitate smooth operations. It is imperative to note that these policies are non-negotiable under any circumstances and are in place to ensure the well-being and equitable treatment of all employees throughout their employment with [Company Name].

Time Off Requests

Time off, including vacation days, must be requested a minimum of two weeks in advance, beginning from the first day of the proposed absence. Employees are required to obtain written approval for their vacation request from their direct supervisor, as outlined in the company handbook. It's important to note that verbal approval will not be considered, and the decision of the employee's direct supervisor is final.

While requesting time off is a part of our process, it does not guarantee approval or removal of work days from the schedule. The supervisor holds the ultimate authority in deciding whether the request will be granted.

In the event of illness, employees must promptly notify a supervisor to ensure proper coverage. Failure to communicate a known absence will result in a 'no call/no show' penalty.

Attendance/Tardiness

Employees are required to report to work and return from scheduled breaks promptly. In the event that an employee is unable to report to work as scheduled, it is expected that they notify their supervisor no later than 24 hours prior to the scheduled start time of their shift. This notification does not excuse tardiness but informs the supervisor of a potential schedule change.

If an employee needs to leave work before the end of their scheduled shift, immediate notification to a supervisor is mandatory.

No Call/No Show

[Company Name] enforces a strict no call, no show policy. In the event of an employee's absence from a scheduled shift, the applicable deduction plan will be enforced and deducted from their subsequent paycheck without negotiation.

Repeated unexcused absences without proper notice, occurring [number of annual no-shows before termination] within a 365-day period, will result in the employee being referred to HR for potential termination.

Job Abandonment

Any employee who neglects to report to work for a consecutive period of three days or more without notifying their supervisor will be deemed to have abandoned their job, resulting in the voluntary termination of the employment relationship.

Workplace Behavior & Culture

[Company Name] fosters a highly positive work culture, and we expect all employees to align with our cultural guidelines. Positivity, respectful communication, and willingness to assist colleagues during challenges are integral to our team dynamics.

Our team is composed of professionals who embody positive energy, and we do not tolerate negative behavior towards one another. Continuous negative work behavior will be subject to appropriate consequences in accordance with the guidelines outlined in the employee handbook.

Dress Code & Locker Room Rules

[Company Name] mandates that all employees entering the kitchen adhere to full kitchen attire. Upon joining, employees will be provided with a

complete [Company Name] uniform or receive information on the appropriate attire for their respective positions.

It is the responsibility of all employees to perform daily tasks such as washing, drying, folding, and ironing their uniforms. Maintaining clean uniforms is crucial, as dirty attire is considered a violation of our personal hygiene policy and will not be tolerated in the [Company Name] kitchen.

For the convenience of our employees, an on-site locker unit is available for the storage of work shoes, personal kitchen utensils, and belongings. The locker room is designated for overnight storage of the employee's kitchen uniform and personal kitchen utensils only. [Company Name] will not assume liability for any lost or stolen items belonging to its employees.

Kitchen Cleanliness & Sanitation

At [Company Name], maintaining kitchen cleanliness and sanitation is of paramount importance. Supervisors are uncompromising when it comes to the organization, cleanliness, and sanitation of our kitchen spaces. As part of the employee training process, we extensively cover the significance of cleanliness and provide guidance on maintaining a sanitary workstation consistently.

Employees will be assessed on cleanliness during both food preparation and service hours. To ensure a sanitary and organized workspace, all [Company Name] employees must adhere to the following guidelines:

1. Keep a full all-purpose sanitizer spray bottle at their station at all times.
2. Maintain a neatly folded kitchen rag attached to their apron for wiping down surfaces.
3. Consistently wipe down and sanitize kitchen surfaces using the provided rag and sanitation spray.
4. Exercise neatness while preparing food items during food service hours and recipe preparation.
5. Thoroughly wipe down and sanitize all equipment after each use, utilizing the kitchen rag and sanitation spray.
6. Return all cooler, freezer, and dry storage food items/ingredients to their designated storage location with the label facing the employee's point-of-view.
7. Neatly return all non-food items to their designated storage location.

© 2023 CookDocs

By adhering to these practices, we collectively contribute to maintaining a clean and safe kitchen environment.

Personal Hygiene

At [Company Name], we prioritize good hygiene and personal cleanliness in our kitchen, recognizing its critical role in preventing food contamination and ensuring the well-being of our customers. To uphold these standards, we require the following practices from all staff members while on the worksite:

1. Complete the Pre-Kitchen Entry Sanitation Process before entering the kitchen.
2. Wear a complete and clean uniform at all times in the [Company Name] kitchen.
3. Keep fingernails maintained and trimmed.
4. Wash hands every hour or when dirtied (after sneezing, coughing, face touching, restroom use, smoking, handling raw meats, etc.).
5. Direct sneezing and coughing towards the floor away from food.
6. Leave aprons and rags in the kitchen area when using the restroom or exiting the kitchen.
7. Properly dress and cover injuries (cuts, burns, etc.) with waterproof bandages
8. Tie back and wear long hair under a hair net.
9. Wear gloves at all times when handling food.
10. Wear gloves over a dressed hand injury.

Consistent failure to adhere to our personal hygiene protocols may result in temporary salary deductions or termination of employment.

Food Safety

At [Company Name], we recognize that the prevention of foodborne illnesses is a shared responsibility among all employees, directly impacting the safety and well-being of our customers. Understanding the severe consequences of negligence in food safety, we emphasize the importance

of thorough education and strict adherence to safety precautions in the workplace. [Company Name] takes food safety seriously, and failure to comply with these precautions may lead to employee termination.

Cross-Contamination Prevention:

Our commitment to preventing cross-contamination is crucial in safeguarding customers, particularly those with common allergies such as nuts, dairy, and gluten. The mishandling of raw meat, fish, or eggs poses serious risks to customer health. All employees must strictly follow these protocols to prevent cross-contamination:

1. Adhere to all HACCP guidelines during the receipt, processing, and serving of food.
2. Wear gloves at all times when handling food in the [Company Name] kitchen.
3. Thoroughly wipe down and sanitize work surfaces before and after use.
4. Clean and sanitize knives after each use.
5. Ensure dishes are washed and sanitized by the dishwasher before reuse.
6. Wash hands immediately after handling common allergenic foods such as nuts, dairy, gluten, soy, fish, shellfish, etc.
7. After cutting meat or fish, promptly return the cutting board and utensils to the dishroom for washing and sanitizing.
8. Always replace gloves between each task.
9. Store cooked meat above raw meat following the cooling unit storage chart.
10. Avoid cooking two different types of proteins in the same cooking vessel.

© 2023 CookDocs

By diligently following these guidelines, we collectively contribute to a safe and healthy dining experience for our customers.

Cooking Temperature Control

Serving raw or undercooked food poses a significant risk of causing foodborne illnesses to our customers. At [Company Name], we are

committed to preventing such incidents, and our employees are required to adhere to the following guidelines:

1. Review temperature control charts posted in various locations of the kitchen and office.
2. Learn the proper cooking temperatures for all varieties of meat served in the [Company Name] kitchen.
3. Always use thermometers to check for the proper doneness of all proteins before serving.
4. Maintain ready-to-eat cooked food above 60°C.
5. Keep cold food items stored below 4.5°C.
6. Reheat previously cooked food to the correct temperature.
7. Follow our HACCP plan to cool food down properly, preventing it from entering the temperature danger zone.

These measures are crucial in ensuring the safety and well-being of our customers by preventing the consumption of undercooked or improperly handled food.

Food Spoilage

Recognizing the potential health risks associated with expired food items, [Company Name] emphasizes strict measures to prevent their use in our kitchen. All employees are expected to follow these food safety precautions:

1. Check food expiration dates before use, ensuring items are within their shelf life.
2. Label and date all food prepared for storage with item name and original preparation date using tape labels and sharpie markers.
3. Store food items in their designated locations based on expiration dates and storage methods. Seek guidance from the supervising chef if unsure.
4. Designate an employee to check date labels daily to prevent the use of spoiled items. Discard any items past the expiration date.
5. Wrap/cover food containers properly to prevent contact with air or outside pathogens.

Additional guidelines include:

1. Log daily temperatures of kitchen cooling and freezing units on "Temperature Log Sheets," promptly notifying a supervising chef if any unit feels warmer than usual.
2. Maintain organization and visibility of all storage and cooling units at all times.
3. Adhere to the "First In, First Out" storage and use method, prioritizing older supplies before new ones.

Employees with questions or concerns about food safety are encouraged to bring them to the attention of the kitchen supervisor.

Equipment Safety

We require all [Company Name] employees to handle kitchen equipment, including knives, grills, ovens, and stoves, with utmost care and caution. Employees observed handling such equipment negligently will receive a warning from the supervisor as a first step before any further action.

In the event that an employee is warned once by the supervisor for safety negligence while operating kitchen equipment, disciplinary measures will be taken in accordance with the policies outlined in the employee handbook. Continued negligence may lead to involuntary termination to ensure a safe working environment at [Company Name].

© 2023 CookDocs

Standardized Recipes

The recipes crafted by [Company Name]'s R&D chefs have undergone meticulous experimentation and standardization. It is imperative that [Company Name] cooks strictly adhere to these recipes, following each instruction and ingredient quantity precisely as written.

Under no circumstances is a [Company Name] employee allowed to modify any aspect of the standardized recipe, including ingredient quantities, preparation steps, or storage instructions. Failure to comply with this policy will result in disciplinary action, as outlined in the employee handbook.

Employee Breaks

[Insert staff break policy here]

Personal Phone Use

[Company Name] operates on a strict "No Personal Phone Use" policy in our kitchen. Personal cell phones are not sanitary and will not be permitted in the [Company Name] kitchen by any means. This means employees are not allowed to use their personal cell phones in the kitchen area at any point in time during the work day.

Employees must store and leave their personal cell phones in the locker room at all times. If an employee enters the kitchen with a personal cell phone, he/she will be warned only once by the supervisor. Once one verbal warning has been issued and the employee has been seen with his/her cell phone in the kitchen for the second time, [insert kitchen phone use penalty here]

Theft

[Company Name] values all employees and their property, and expects that employees in turn value the company and its assets. Therefore, we will tolerate no employee theft, or stealing of any kind. That includes theft of money, information, products, inventory, tools or any item, information or ideas that belongs to the company or to an employee, customer or business partner of the company.

As such, we expect all incidents of employee theft to be reported immediately to your supervisor, along with any data or information you have observed or obtained. We further retain the right to use video cameras and audio recording methods as well as software to identify and detect employee theft.

Below are examples of types of theft to illustrate prohibited behaviors:

● Employees may not take money, customer credit card numbers or company checks without prior authorization and documentation.

● Employees may not take products without payment, such as inventory, including samples, or broken / returned items or any company equipment or supplies.

● Employees may not give away products or services without prior approval. This includes not giving freebies to friends and family, taking home samples without prior approval, or giving free repairs to anyone without documentation and payment.

Employees caught breaking any federal law, including employee theft of private or company property will be terminated with no warning given.

In addition, a police report may be filed, as well as a potential lawsuit against the employee with a request for restitution of funds or products, inventory or assets.

To prevent employees from false accusations, we will investigate all claims of theft or employee stealing, and discipline any employee making a false accusation.

Use of Company Property

All [Company Name] employees must maintain his or her work environment in an orderly fashion and follow all [Company Name] rules to ensure its proper use and maintenance.

Any employee who is found to have neglected or misused [Company Name] property will be subject to disciplinary action up to and including termination. If an employee's misuse of [Company Name] property damages the property, [Company Name] reserves the right to require the employee to pay all or part of the cost to repair or replace the property, not including the company's right to seek other damages.. Misappropriation of [Company Name] property is grounds for immediate termination and possible criminal action.

Violence & Harassment

[Company Name] does not tolerate any type of workplace violence or harassment committed by or against employees. Employees are prohibited from making threats or engaging in violent activities. This list of behaviors provides examples of conduct that is prohibited:

- Causing physical injury to another person.
- Making threatening remarks.
- Displaying aggressive or hostile behavior that creates a reasonable fear of injury to another person or subjects another individual to emotional distress.
- Intentionally damaging employer property or property of another employee.
- Possessing a weapon while on company property.
- Committing acts motivated by, or related to, sexual harassment or domestic violence.

Reporting Procedures

Any potentially dangerous situations must be immediately reported to a supervisor or the human resource (HR) department. Reports can be made anonymously, and all reported incidents will be investigated. Reports or incidents warranting confidentiality will be handled appropriately, and information will be disclosed to others only on a need-to-know basis.

All parties involved in a situation will be counseled, and the results of investigations will be discussed with them. [Company Name] will actively intervene at any indication of a possibly hostile or violent situation.

Any employee determined to have committed such acts will be subject to disciplinary action, up to and including termination. Nonemployees engaged in violent acts on the employer's premises will be reported to the proper authorities and fully prosecuted.

Drug & Alcohol Use

Employees should report to work fit for duty and free of any adverse effects of illegal drugs or alcohol. This policy does not prohibit employees from the lawful use and possession of prescribed medications. Employees must, however, consult with their doctors about the medications' effect on their fitness for duty and ability to work safely, and they must promptly disclose any work restrictions to their supervisor.

1. Whenever employees are working, are operating any [Company Name] vehicle, are present on [Company Name] premises or are conducting company-related work offsite, they are prohibited from:

    a. Using, possessing, buying, selling, manufacturing or dispensing an illegal drug (to include possession of drug paraphernalia).
    b. Being under the influence of alcohol or an illegal drug as defined in this policy.
    c. Possessing or consuming alcohol.

2. The presence of any detectable amount of any illegal drug, illegal controlled substance or alcohol in an employee's body system, while performing company business or while in a company facility, is prohibited.
3. [Company Name] will also not allow employees to perform their duties while taking prescribed drugs that are adversely affecting their ability to perform their job duties safely and effectively. Employees taking a prescribed medication must carry it in a container labeled by a licensed pharmacist or be prepared to produce the container if asked.
4. Any illegal drugs or drug paraphernalia will be turned over to an appropriate law enforcement agency and may result in criminal prosecution.
5. The company may from time to time administer random drug tests to its employees which the employees must undertake upon the company's request. If any employee's test results determine that said employee has any illegal substance in his/her system, he or she shall be terminated immediately and a copy of the test results shall be filed in the employee's permanent company record.

Disclosing Company Information

During the course of their employment at [Company Name], employees may have access to [Company Name]'s confidential, secret and proprietary information. Employees should maintain such information in confidence and use such information only in the interest of [Company Name].

The employee may use or disclose information learned or acquired through his or her association with [Company Name] only for the performance of his or her job or as otherwise permitted by law. Particular care must be taken to keep confidential any information that is:

- Of possible value to competitors.
- Potentially damaging to customers and their competitors.
- Information received under an express or implied secrecy obligation.
- Information received from third parties outside [Company Name].

Confidential company information is just for [Company Name]'s use and is not intended for distribution outside the company. Distribution of such information requires both a need to know and a right to know the information requested.

Information acquired by an employee in the course of his or her employment with [Company Name] must not be used for the employee's individual benefit. Access to [Company Name]'s confidential information does not carry with it personal benefit or advantage to [Company Name] employees but imposes an obligation on every employee to keep such information confidential and to use it solely in the interest of [Company Name].

When in doubt, the employee should treat information acquired in the course of employment at [Company Name] in the strictest confidence and consult the legal group or the vice president of human resources for clarification.

In furtherance of the objectives of this policy, all [Company Name] employees will be required to sign a confidentiality and inventions agreement in a form prescribed by [Company Name].

Ownership of Employee Inventions

By accepting employment, an employee agrees that [Company Name] will own any and all inventions that, in its opinion, are made on company time or with company assets, that relate to [Company Name]'s business, or that are required to meet its obligations, and that the employee will assist [Company Name] in perfecting and protecting its title to these inventions.

© 2023 CookDocs

By my signature, I acknowledge that I have read, understand, and agree to the policies and procedures of employment with [Company Name] as defined in the [Company Name] Employee Handbook that I received.

Employee Signature:_____ Date:_____

Supervisor Signature:_____ Date:_____

© 2023 CookDocs