

New Contractor Onboarding Checklist

Employee Name: _____

 1st Day: _____

Tour Checklist (Each School)

- ☐ Show time sheet location (contractors)
- ☐ Show cafeteria and restrooms
- ☐ Show emergency exits, severe weather shelters, and fire locations
- ☐ Assign and show them locker location
- ☐ **Introduce employee to Supervisor**
- ☐ **Introduce employee to Secondary Contact (Sr. NSA)**
- ☐ **Introduce employee to all available employees**
- ☐ **End of day summary from Supervisor or Trainer with the “welcome to team, “see you tomorrow”**

Training Information (Training Location)	Date	Initials	Trainer
Review Uniform/ Hygiene Policy and Aprons			
Starting Time and Reporting for Work			
Hand washing and Gloves (where, when and how)			
Emphasis on NO CELL PHONES			
Job Descriptions			
Lunch Break Policy			
Customer Service			
Sanitation			
Dish Machine and Dish Room			
Recipes			
Production Records			
Portion Control			
Offer vs. Serve			
Labeling, Dating and Rotating			

Additional Comments