

Kitchen staff induction checklist

ONBOARDING CHECKLIST TEMPLATE

Check this template against your local regulations and your own policies before you use it.

Employee _____ Role _____ Start date _____

Buddy or manager _____

Induction From the signed offer to the end of the first month

TASK	DUE	DATE	INITIALS
Before the first shift			
☐ Check their food handler certificate, or book the training your local rules require	Before day 1		
☐ Collect the contract, payroll details and emergency contacts	Before day 1		
☐ Get their uniform, apron and non-slip shoes sorted	Before day 1		
☐ Add them to the roster with an experienced cook on the same shift	Before day 1		
First shift			
☐ Tour the kitchen, stores, cool room, freezer and waste area	Day 1		
☐ Show the exits, fire extinguishers, fire blanket and first aid kit	Day 1		
☐ Explain hand washing, clean uniform, jewelry and hair rules	Day 1		
☐ Explain the illness rule, that they must not work with food while sick Especially with vomiting or diarrhea, and for the time your rules set after symptoms stop.	Day 1		
☐ Show how to report an injury, a burn or a near miss	Day 1		
First week			
☐ Train on the allergen handling procedure and the allergen matrix	Week 1		
☐ Train on safe knife use and each piece of equipment they'll use Including slicers and fryers, and what they mustn't use until trained.	Week 1		
☐ Train on temperature checks and filling in the temperature log	Week 1		
☐ Train on storage, labeling, dating and stock rotation	Week 1		
☐ Train on the cleaning schedule for their station	Week 1		
☐ Work their station alongside an experienced cook through a full service	Week 1		
First month			
☐ Have the head chef watch them run their station on their own	Month 1		
☐ Check every induction task is complete and signed	Month 1		
☐ Hold a 30-day check-in and agree their next skills	Month 1		

Completed by _____ Checked by (manager) _____ Date _____ Notes _____