Restaurant server onboarding 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 _____

Onboarding

From the signed offer to the first month

TASK	DUE	DATE	INITIALS
Before the first shift			
☐ Collect their paperwork and any required alcohol service certificate	Before day 1		
☐ Set up their point-of-sale login	Before day 1		
First shift			
☐ Tour the floor, the table numbers and the kitchen pass	Day 1		
☐ Show the exits, the first aid kit and the fire equipment	Day 1		
☐ Walk through the menu and how allergens are recorded on each order Every allergy goes to the kitchen in writing, and is confirmed with the chef.	Day 1		
☐ Shadow an experienced server for the whole shift	Day 1		
First week			
☐ Train on the point-of-sale system, splitting bills and payments	Week 1		
☐ Train on your steps of service, from greeting to farewell	Week 1		
☐ Train on refusing service to intoxicated or underage guests	Week 1		
☐ Run a section with a senior server watching	Week 1		
First month			
☐ Check menu and allergen knowledge with a short quiz	Month 1		
☐ Hold a 30-day check-in	Month 1		

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