



Facility Name: _____

Department: _____

Policy No: _____

STANDARD OPERATING PROCEDURE

New Employee Orientation

Policy: All restaurant employees will receive training on fundamental food safety procedures prior to or during the first day of employment.

Procedure: All restaurant employees must:

1. Meet with restaurant manager to receive training on basic food safety procedures: employee health and hygiene, temperature controls, and cleaning and sanitizing principles.
2. Review each point in the **Food Safety Checklist** with manager. Each procedure will be discussed thoroughly with implications for food safety described.
3. Ask questions to manager if policy or procedure is not clear.
4. Read, sign, and date the statement at the end of the checklist, indicating understanding and agreement with stated procedures.
5. Receive a signed copy of the document.

The restaurant manager will:

1. Schedule at least one hour for the orientation session.
2. Inform new employees of the restaurant's mission statement, and the purpose of the orientation session, which is to provide an overview of the fundamental information needed to work in the restaurant.
3. Explain the purpose of the checklist to employees.
4. Discuss each policy and procedure on the checklist. Reference availability of the restaurant's **Standard Operating Procedures Manual**. Check off each procedure as it is discussed. If employees have questions, note and follow up, if appropriate.
5. After reviewing all procedures, the manager should request employees to read, sign, and date the statement at the end of the form, indicating understanding and agreement. The manager also should sign and date the form.
6. Provide a copy of this form to each employee. Inform employees that a copy will be placed in their personnel file. If a copy is required for the Human Resources department, provide it and inform employees.
7. Have employees watch the 25 minute, three- part video series: Guide to Food Safety available at <https://www.extension.iastate.edu/foodsafety/foodservice-employee-training>.
8. Remind employees of the location of a copy of the department **Standard Operating Procedures Manual**. Assure them this manual can be used as a reference if questions or concerns occur later.
9. Thank employees for participating. Emphasize again the priority of food safety and the involvement of every staff member.