



restaurant

restart | recover | re-emerge

EMPLOYEE MANUAL TEMPLATE

CHECKLIST

- WELCOME STATEMENT for team members
- MISSION STATEMENT
- BUSINESS PHILOSOPHY or approach
- Reason for or HANDBOOKS PURPOSE
- EMPLOYMENT POLICIES
- NON-DISCRIMINATION STATEMENT
- AGE REQUIREMENTS due to alcohol sales
- SCHEDULES related to standards
- CONDUCT
- HARASSMENT
- SEXUAL HARASSMENT
- ABSENCE AND TARDINESS POLICY
- RESIGNATION and TERMINATION POLICY
- PAYMENT PROCEDURES- Time clock, tip procedures, payroll schedule, payroll deductions, personal information, lost paycheck policy
- BENEFITS- Family and medical leave, holidays, vacations, workers compensation, employee meals
- CUSTOMER SERVICE
- TELEPHONE COURTESY
- MANAGEMENT/EMPLOYEE RELATIONS
- MEETINGS
- TEAMWORK
- COMMUNICATION
- DRESS CODE
- SAFETY/SANITATION POLICY and PROCEDURES
- ACCIDENT and EMERGENCY SITUATIONS and PROCESSES
- HANDBOOK RECEIPT for employee to sign

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