

# Restaurant Employee Handbook Checklist

Date: \_\_\_\_\_

## Introduction/Welcome Letter:

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- ☐ Appreciation for the employee joining the team.
- ☐ Commitment to supporting the employee's growth and success.
- ☐ Your restaurant's mission statement.
- ☐ Important organizational core values and beliefs.

## Disclaimer/Acknowledgement:

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- ☐ Have employees sign and turn in a legal document stating they read and understand the handbook.
- ☐ Check local and state employment laws for any specific local laws and how to display them.
- ☐ Disclaimer that mentions any anti-nepotism policies.
- ☐ Statement that you are an Equal Opportunity Employer in compliance with the Equal Employment Opportunity Commission, Americans with Disabilities Act.

## Work Hours / Payroll:

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- ☐ Standard work hours for employees, including regular shifts, overtime policies, and any applicable meal and rest break regulations.
- ☐ Payroll schedule: pay periods, pay dates, and any necessary forms or documentation required for payroll processing.
- ☐ Procedures for scheduling shifts, including how employees can request time off, swap shifts with coworkers, or request changes to their schedules.
- ☐ Worker's compensation benefits and procedures in the event of a work-related injury or illness.
- ☐ Protocol for calling off work.

## Benefits:

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- ☐ Available insurance options.
- ☐ If applicable, explain the 401(k)-retirement savings plan.
- ☐ Types of paid time off available.
- ☐ Define the meal policy.

## Appearance:

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- ☐ Uniform or attire expected during shifts.
- ☐ Pictures of appropriate and inappropriate attire.
- ☐ Grooming standards for nails, hair, and facial hair with examples.
- ☐ Whether employees must purchase their uniforms or if they will be provided.
- ☐ Policy on piercings and the visibility of tattoos.

## Behavior and Cultural Expectations:

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- ☐ Importance of arriving on time for shifts and following the designated work schedule.
- ☐ Diversity, Equity, and Inclusion Statement.
- ☐ Disciplinary procedures and consequences for employee misconduct or performance issues.
- ☐ Procedures for requesting time off, calling in sick, and any other relevant attendance policies.
- ☐ Cell phone and other personal device usage policy during work hours.

## Communication Standards:

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- ☐ Encouragement to communicate openly with other staff members and management.
- ☐ Who employees should talk to if they need to address a specific problem or issue.
- ☐ Appropriate channels for communication.
- ☐ Let staff know they should feel free to discuss any issues they may have without fear of repercussion.
- ☐ Contact information for key personnel, such as managers or HR representatives.

## Cash Handling and Payment Policies:

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- ☐ Importance of maintaining the security of cash at all times.
- ☐ How cash duties are separated among employees.
- ☐ Procedure for balancing the cash register at the end of each shift.
- ☐ How to securely store cash.
- ☐ Policies for tip reporting and tip pooling.
- ☐ Procedures for handling cash, including receiving payments, making change, and processing tips.
- ☐ How to report any suspicious activities related to cash handling.
- ☐ How to process transactions using electronic payment methods.
- ☐ How to handle cash in public areas.

## Harassment:

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- ☐ Clearly define what constitutes harassment in your restaurant.
- ☐ Reporting procedures for employees who experience or witness harassment.
- ☐ Encouragement to report any incidents of harassment to a designated manager or HR representative immediately.
- ☐ Consequences of engaging in harassment.

## Drugs and Alcohol Policy:

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- ☐ Which substances are prohibited in the workplace.
- ☐ Procedures for drug and alcohol testing.
- ☐ Consequences for violating the drug and alcohol policy.
- ☐ Any available resources or programs to support employees struggling with substance abuse issues.

## Health and Safety:

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- ☐ Broad overview of health and safety procedures.
- ☐ Must supplement with detailed resources and regular training sessions.

## Emergency Procedures:

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- ☐ Safety procedures in the case of a fire, theft, natural disaster, or other emergency.
- ☐ This information should be posted in multiple places around the facility in addition to the handbook.

Notes: