



Manager Certification Check List

Orientation



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Employee		Store		Date	/	/
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Instructions: Manager will verify information discussed during orientation

Manager Verification Check List

The manager will review important information that was discussed during employee's orientation.

1. **General Knowledge** Yes No
Has knowledge of description of work and Mission, Vision, & Values. Hand book and policies, if applicable.
2. **Team Member has a general knowledge of Team Members** Yes No
Was introduced to team on first day of employment.
3. **Has general knowledge of restaurant safety.** Yes No
Has basic knowledge of main safety areas of restaurant and has general knowledge of how to prevent workplace accidents.
4. **Team Member has a general knowledge of restaurant** Yes No
 - Exterior of restaurant
 - Interior of restaurant
 - Font of House and Back of House
5. **5 Team Member has a general knowledge of Menu** Yes No
 - Knows core product
 - Bunch of lunch
 - Salad bar
 - Specials and promotions
6. **6 Team Member is aware of expectations** Yes No
 - Manager expectations
 - Guest expectations
 - Team expectations



Verification Review
20-30 min

Total Time	Name of Manager/Trainer Certifier	Trainee initials	Passed/Completed
			_____ % <input type="checkbox"/> Yes <input type="checkbox"/> No

General Comments about the trainee (recommendations, suggestions for improvement, etc.)