



Facility Name: _____

Department: _____

Policy No: _____

Standard Operating Procedure

New Employee Orientation

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

Procedure: All new foodservice employees must:

1. Meet with foodservice manager or unit supervisor to receive training on basic food safety procedures.
2. Review each point in the **Food Safety Checklist** with supervisor. Each procedure will be discussed thoroughly with implications for food safety described.
3. Ask questions to supervisor 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 foodservice manager or unit supervisor will:

1. Schedule 20-30 minutes for the orientation session.
2. Inform new employees of the purpose and time of the session.
3. Explain the purpose of the checklist to employees.
4. Discuss each policy and procedure on the checklist. Refer to the department **Standard Operating Procedures Manual** as necessary. Check off each procedure as it is discussed. If employees have questions, note and follow up, if appropriate.
5. After reviewing all procedures, supervisor should request employees to read, sign, and date the statement at the end of the form, indicating understanding and agreement. The supervisor 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. Remind employees of the location of a copy of the department **Standard Operating Procedures Manual**. This manual can be used as a reference, if questions or concerns occur later.
8. Thank employees for participating. Emphasize again the priority of food safety and the involvement of every staff member.

Policy last revised on: _____