

Employee: _____

Start date: _____

Before day 1

Task	Owner	Deadline
☐ Signed employment contract returned	HR	-14 days
☐ Registration with social insurance & health insurer	HR	-7 days
☐ Provide the health certificate (section 43 IfSG)	HR	-7 days
☐ Order workwear / uniform	Operations manager	-10 days
☐ Prepare locker, keys & access	Operations manager	-2 days
☐ Tell the team about the new starter	Operations manager	-1 day

Week 1

Task	Owner	Deadline
☐ Welcome & tour (kitchen, service, storeroom)	Operations manager	Day 1
☐ HACCP hygiene training	HR	+1 day
☐ First aid briefing & first aid kit	Operations manager	+2 days
☐ Till system training	Shift lead	+2 days
☐ Learn the food & drinks menu	Buddy	+3 days
☐ Allergens & additives	Head chef	+4 days
☐ Service standards & talking to guests	Buddy	+5 days
☐ First service shift with a buddy	Shift lead	+5 days

Month 1

Task	Owner	Deadline
☐ Handling complaints	Shift lead	+14 days
☐ Look after a section independently	Shift lead	+21 days
☐ Be responsible for cashing up	Shift lead	+28 days
☐ Feedback meeting after 30 days	Operations manager	+30 days

Month 3

Task	Owner	Deadline
☐ Product training (wine, cocktails, coffee, depending on the concept)	Buddy	+60 days
☐ Extend responsibility for shifts / sections	Operations manager	+75 days
☐ End-of-probation review	Operations manager	+89 days