

Employee: _____

Start date: _____

Before day 1

Task	Owner	Deadline
☐ Signed employment contract returned	Operations manager	-14 days
☐ Registration with social insurance and health insurer	Operations manager	-7 days
☐ Obtain instruction under section 43 IfSG from the public health office	Head chef	-7 days
☐ Workwear, safety shoes, locker, keys	Head chef	-2 days
☐ Set up access to the till system and duty roster	Operations manager	-2 days

Week 1

Task	Owner	Deadline
☐ Welcome, tour of kitchen, storeroom, cold rooms, team	Head chef	Day 1
☐ Record the instruction under section 43 IfSG, file the proof	Head chef	Day 1
☐ HACCP plan: temperature checks, retained samples, logs	Head chef	+1 day
☐ Cleaning and disinfection plan, responsibilities	Head chef	+1 day
☐ Machine training: slicer, fryer, combi oven	Sous-Chef	+2 days
☐ Knife skills, cut protection, burn protection, first aid	Sous-Chef	+2 days
☐ Labelling allergens and additives, FIC duties	Head chef	+3 days
☐ Goods in: check temperature, delivery note, traceability	Sous-Chef	+3 days
☐ First accompanied service on own station	Sous-Chef	+4 days

Month 1

Task	Owner	Deadline
☐ Mise en place independently, standards and portion weights	Sous-Chef	+10 days
☐ Run a station independently, ask for help at rush times	Head chef	+14 days
☐ Stocktaking, ordering, dealing with waste	Head chef	+21 days
☐ Feedback meeting after 30 days	Head chef	+30 days

Month 3

Task	Owner	Deadline
☐ Learn a second station, make sure cover is in place	Head chef	+45 days
☐ Mid-probation review	Operations manager	+60 days
☐ Gather feedback from kitchen and service	Head chef	+75 days
☐ End-of-probation review and decision on continued employment	Operations manager	+89 days