



FARRELLI'S ORIENTATION CHECKLIST

OBJECTIVES:

- Every new working family member feels welcomed to the team!
- They are excited to work with us!
- They feel like their work will be appreciated and valued!
- They are confident they will get the training they need so they can be successful!

GUIDED TOUR OF RESTAURANT: *(Please have new WFM initial and check each box)*

- Introduced to all staff!
- Storage for personal belongings
- Areas for staff food and drinks
- Safety Manual – Every Crew member must know where to find information in case of emergency!!
- Bleach bucket
- Welcome to Farrelli's Bag & Card with all the Training Materials
- Hand washing stations
- Fire extinguishers
- Garbage dumpster outside/Recycling areas
- Broken glass bin
- Complete ONBOARDING & TRAINING steps through PeopleMatter. To be completed on the clock.

KITCHEN APPRENTICE:

- 2 Chef Coats
- 2 Chef Hats
- 1 Training Materials Booklet
- 1 Recipes & Take out menu
- 1 Fire Club Card
- 2 FP Stickers

SERVICE TEAM:

- 1 Nametag
- 1 Apron
- 1 Shirt (if we are providing)
- 1 Training Materials Booklet
- 1 Take Out Menu 1 Print out of Flip menus
- 1 Fire Club Card
- 2 FP Stickers

UNDERSTANDING FARRELLI'S CULTURE

- VIBRANT WORKING FAMILY:** Trainer explains what this means to them!
- Take Orientation Course through PeopleMatter.**
 - Must be completed on day 1 and no later than 7 days after hire date.
- Order Day 1 Tasting:** Language of Northwest Pizza, Dough 101, Only the best ingredients.
- Work through the Orientation Pages of the Training Manual**
 - Farrelli's Mission, Vision, and Mottos, and business system
 - Core Values and Guiding Principles
 - The Language of Farrelli's: Northwest Pizza
 - Highlight 3 Points of Technical Proficiency for HOT
 - Highlight our 5 Points of Guest Service Expectations
 - Highlight how We Work Together as a Team
- Farrelli's Handbook & Policies Worksheet:** This highlights our most important policies and you need to go through it question by question. The worksheet includes the pages you will find each answer. Have them fill this out as you go!
 - Alcohol, Drugs, and Substance Abuse
 - Drinking at your Farrelli's
 - Crew Member Discounts- Shift Meals & Kitchen Meals
 - Attendance
 - Time off/Covering shifts
 - Parking
 - Breaks
 - Harassment & Sexual Harassment Policy
 - Uniform & Work Place Dress Code
 - Employment of Relatives/Crew member Dating
 - Cell phones
 - Safety and security
 - All worksheets must be turned in to be Certified Kind & Competent and Fully Trained.

Upon completion of Orientation this document should be signed by our new working family member, the trainer, and General Manager and uploaded to crewmember's file.

NEW WORKING FAMILY MEMBER

TRAINER

GENERAL MANAGER

signature

signature

signature

print name

print name

print name

date

date

date



PERFECTING PIZZA

New Hire Checklist

Employee Name: _____ Date of Hire: _____

Position: _____ Location: _____ Employee#: _____

Emergency Contact: _____ Phone: _____

Pre hire Items

- Minor Work Permit
- Background Check
- MVR Consent Form
- Clean MVR
- Insurance Company Approval

Minor Forms

- Work Permit
- Wage Agreement
- Parental Consent
- Add name to minor roster

Basic Policies & Safety

- Handbook Given
- Handbook Sign Off
- Completed Handbook Training
- Safety Manual Given
- Safety Handbook Sign Off
- MSDS Overview
- Completed Safety Training
- Food Safety Certification
- Alcohol Training Certification

Job Specific Training

- Server Training
- Host Training
- Driver Training
- Kitchen Training

Uniforms

- Dress Code Overview
- Anti slip shoes
- Shirts
- Hat
- Server Apron
- Driver Coat

Orientation & Key Policies

- Company Overview
- Store Tour
- Parking Policy
- Smoking Policy
- Attendance Policy
- Accident & Injury Reporting
- Food Policy
- Sexual Harassment Policy
- Schedule & Request Sheet Location
- Breaks
- Cell Phone Policy
- Evacuation Procedures
- Enter Employee into POS
- Assign Password / Code

Payroll/Tax/Government Forms

- Employee Application
- At-Will Acknowledgement
- I9 Form
- Supply ID For I9
- W4
- State Tax Form
- New Hire Reported to State
- Direct Deposit Form
- Ill Employee Exclusion Form

Tips

- Tip Credit notification
- Bartender Tip Out Agreement
- IRS "Tips on Tips" booklet given
- IRS Publication 1244
- Tip Education Form

Delivery Drivers

- Driver Proof of Insurance
- Driver Driver's License
- Vehicle Inspection

Manager Signature: _____ Date: _____



Pizza Maker Training Checklist

Trainee Name: _____ Trainer: _____

Date of Hire: _____

Arrival	POS Basics
<input type="checkbox"/> Arrived prepared <input type="checkbox"/> Personal appearance <input type="checkbox"/> Prepare for shift <input type="checkbox"/> Hand washing <input type="checkbox"/> Hair Management	<input type="checkbox"/> Clocking in & Out <input type="checkbox"/> Taking an order <input type="checkbox"/> Editing an order
Overview of Kitchen	Prep Work
<input type="checkbox"/> Coolers <input type="checkbox"/> Prep Tables <input type="checkbox"/> Stations <input type="checkbox"/> Dish Storage <input type="checkbox"/> Trash Cans <input type="checkbox"/> Dry Storage <input type="checkbox"/> Flow of Line <input type="checkbox"/> Bump Screens & Ticket Printers <input type="checkbox"/> Target Times	<input type="checkbox"/> Prepping Vegetables <input type="checkbox"/> Draining canned goods <input type="checkbox"/> Making Sauce <input type="checkbox"/> Chopping Lettuce <input type="checkbox"/> Chopping Onions <input type="checkbox"/> Chopping Green Peppers <input type="checkbox"/> Slicing Tomatoes <input type="checkbox"/> Cannoli Mix <input type="checkbox"/> Pre Rush Prep <input type="checkbox"/> Stocking
Pizza Making	Salads
<input type="checkbox"/> Toss <input type="checkbox"/> Sauce <input type="checkbox"/> Topping <input type="checkbox"/> Portion Charts <input type="checkbox"/> Specialty Pizzas	<input type="checkbox"/> Chef Salad <input type="checkbox"/> Garden Salad <input type="checkbox"/> Greek Salad <input type="checkbox"/> Cherry Apple Pecan Salad <input type="checkbox"/> Caprese
Sandwiches	Desserts
<input type="checkbox"/> Ham & Cheese <input type="checkbox"/> Pizza <input type="checkbox"/> Grilled Chicken	<input type="checkbox"/> Cinnamon Knots <input type="checkbox"/> Cheesecake <input type="checkbox"/> Cannoli
Appetizers	Other
<input type="checkbox"/> Breadsticks <input type="checkbox"/> Pepperollis <input type="checkbox"/> Wings	<input type="checkbox"/> Calzones <input type="checkbox"/> Baked Lasagna <input type="checkbox"/> Baked Ziti

Portion Control	Oven Training
<input type="checkbox"/> Why do we portion control? <input type="checkbox"/> Recipe Book <input type="checkbox"/> Portion Charts <input type="checkbox"/> Procedures	<input type="checkbox"/> Deck oven overview <input type="checkbox"/> Hot spots <input type="checkbox"/> Turning <input type="checkbox"/> Bricking <input type="checkbox"/> When is a pizza done? <input type="checkbox"/> Plating dine in <input type="checkbox"/> Boxing carryout
Other	Dough Making
<input type="checkbox"/> Folding pizza boxes <input type="checkbox"/> Temperature danger zone <input type="checkbox"/> First in first out <input type="checkbox"/> Proper product labeling & dating	<input type="checkbox"/> Purpose of ingredients <input type="checkbox"/> Mixing <input type="checkbox"/> Cutting & Balling <input type="checkbox"/> Storage <input type="checkbox"/> Proofing <input type="checkbox"/> Management
Dishwashing	Cleanup
<input type="checkbox"/> 3 Compartment Sink <input type="checkbox"/> Dish machine usage <input type="checkbox"/> Testing sanitizer strength <input type="checkbox"/> Proper sanitizing <input type="checkbox"/>	<input type="checkbox"/> Chemical storage and usage <input type="checkbox"/> MSDS / SDS location <input type="checkbox"/> Sweeping & mopping <input type="checkbox"/> Wash & Sanitizer Pails <input type="checkbox"/> Towel usage <input type="checkbox"/> Dumpster
Safety	Customer Service
<input type="checkbox"/> Mixer overview & safety <input type="checkbox"/> Dough Rounder overview & safety <input type="checkbox"/> Robot Coupe overview & safety <input type="checkbox"/> Special knife handling considerations <input type="checkbox"/> Wet Floor Signs	<input type="checkbox"/> Customer Service Bill of Rights <input type="checkbox"/> Taking Care of complaints <input type="checkbox"/> Always say thank you <input type="checkbox"/> Upselling <input type="checkbox"/> Check Policy

As the designated trainer I certify that I fully believe that the trainee is ready to be released from training and is proficient in a *newbie* capacity.

Trainer Signature: _____ Date: _____

As the trainee I have received training on each of the above areas. I understand that safe work behavior and proficient work is a condition of my employment. I understand that I must reach tier one status within 90 days of my date of hire.

Trainee Signature: _____ Date: _____