**Food & Nutrition Services: New Employee Onboarding Checklist**

**Employee Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Initial \_\_\_\_\_\_**

**Supervisor Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Initial \_\_\_\_\_\_**

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| --- | --- | --- | --- |
| Activity | Date complete | Employee Initials | Supervisor Initials |
| Tour of department |  |  |  |
| Introduction to food & nutrition services staff |  |  |  |
| Employee break room, lockers |  |  |  |
| Code of conduct review/department-specific expectations |  |  |  |
| Performance evaluations, wage increases |  |  |  |
| Probationary period |  |  |  |
| Overtime policy |  |  |  |
| Work schedule |  |  |  |
| Lunch and breaks |  |  |  |
| Requesting change to schedule |  |  |  |
| Sick time, call-out procedure |  |  |  |
| PTO/vacation request and use |  |  |  |
| Accident reporting |  |  |  |
| Location of work order maintenance and how to complete forms |  |  |  |
| Dress code/uniforms |  |  |  |
| Job description |  |  |  |
| Location and use of dietary manual, therapeutic diets, menus, spreadsheets |  |  |  |
| Monthly requirements and location of in-service calendar |  |  |  |
| SDS binder |  |  |  |
| Location and use of Emergency Operations Plan (EOP) |  |  |  |
| Fire drills, location of fire extinguishers |  |  |  |
| Review of current dietary QAPI |  |  |  |