

Restaurant Information

Restaurant Name: _____

Address: _____

Phone: (_____) ____-_____

Effective Date: ____/____/____

1. Welcome Statement

Welcome to _____ (restaurant name). We are committed to providing exceptional dining experiences for our guests and a positive work environment for our team. This handbook will help you understand our expectations and your role in our success.

2. Employment Basics

Employment Classification

- All positions are considered at-will employment
- Employees are classified as: Full-Time (over _____ hrs/week) Part-Time

Introductory Period

New employees will complete a _____ day introductory period during which performance will be evaluated.

Work Eligibility

All employees must provide valid I-9 documentation within 3 days of hire.

3. Scheduling & Attendance

Scheduling

- Schedules are posted _____ days in advance
- Schedule posted at: _____ (location or app)
- Schedule changes must be requested _____ hours in advance
- Shift swaps require manager approval: Yes No

Attendance

- Employees must arrive _____ minutes before shift start
- Tardiness is defined as arriving more than _____ minutes late
- Call-offs must be made at least _____ hours before shift
- No-call/no-show policy: _____ occurrences = termination

4. Compensation & Pay

- Pay period: Weekly Bi-weekly Semi-monthly
- Payday: Every _____ (day of week)
- Payment method: Direct Deposit Paper Check Pay Card
- Overtime: Paid at _____x rate after _____ hours/week

Tip Policy

- Tip pooling: Yes No
- Tip out percentages: Bussers _____% | Bartenders _____% | Hosts _____%

5. Dress Code & Appearance

Uniform Requirements

- Shirt: _____
- Pants/Bottoms: _____
- Shoes: _____ (non-slip required: Yes No)
- Apron provided: Yes No
- Name tag required: Yes No

Grooming Standards

- Hair must be: _____
- Facial hair policy: _____
- Nail polish/artificial nails (kitchen): Allowed Not Allowed
- Visible tattoos: Allowed Must Be Covered
- Jewelry restrictions: _____

6. Workplace Conduct

Expected Behaviors

- Treat all guests and coworkers with respect and professionalism
- Personal cell phones: Not allowed during shift Break time only Emergencies only
- Eating during shift: Designated area only Not allowed Staff meal provided
- Employee discount: _____% on food | _____% on beverages

Prohibited Conduct

• Harassment, discrimination, or bullying	• Falsifying time records or documents
• Theft, including food, beverages, or supplies	• Sharing confidential business or customer info
• Working under influence of drugs or alcohol	• Fighting or threatening behavior

7. Breaks & Meals

Shift Length	Break Entitlement	Paid?
_____ to _____ hours	_____ min break	<input type="checkbox"/> Yes <input type="checkbox"/> No
_____ to _____ hours	_____ min break	<input type="checkbox"/> Yes <input type="checkbox"/> No
_____+ hours	_____ min break	<input type="checkbox"/> Yes <input type="checkbox"/> No

Staff Meal Policy: _____

8. Time Off & Leave

Requesting Time Off

- Requests must be submitted _____ days/weeks in advance
- Submit requests to: _____ (person or system)
- Holiday blackout dates: _____

Sick Leave

- Accrual rate: _____ hours per _____ hours worked
- Doctor's note required after _____ consecutive days

9. Food Safety & Sanitation

Handwashing Requirements

- Before starting work and after breaks
- After touching face, hair, or body
- After handling raw meat, poultry, or seafood
- After using the restroom
- After handling trash or cleaning chemicals
- After sneezing, coughing, or using a tissue

Food Handler Requirements

- Food Handler Card/Certificate required: Yes No
- Must be obtained within _____ days of hire
- Provided by employer: Yes No | Cost: \$_____

Illness Reporting

Employees must NOT work if experiencing:

- Vomiting or diarrhea
- Fever over 100.4°F

10. Workplace Safety

General Safety Rules

- Report all injuries immediately, no matter how minor
- Know the location of first aid kit, fire extinguisher, and exits
- Use proper lifting techniques (bend at knees, not waist)
- Clean up spills immediately and use wet floor signs
- Never run in the kitchen or dining area
- Use cut-resistant gloves when required: Yes No

Emergency Procedures

- Fire: Evacuate to _____ (meeting point)
- Medical Emergency: Call 911, then notify _____
- Robbery: Comply with demands, do not resist, call police when safe

11. Alcohol Service (If Applicable)

- Alcohol service certification required: Yes No
- Certification type: _____
- Must be obtained within _____ days of hire
- Minimum age to serve alcohol: _____ years old
- ID check required for anyone appearing under _____ years old
- Acceptable IDs: Driver's License State ID Passport Military ID

12. Discipline Policy

Step	Action
1st Offense	<input type="checkbox"/> Verbal Warning <input type="checkbox"/> Written Warning
2nd Offense	<input type="checkbox"/> Written Warning <input type="checkbox"/> Suspension
3rd Offense	<input type="checkbox"/> Final Warning <input type="checkbox"/> Suspension <input type="checkbox"/> Termination
4th Offense	<input type="checkbox"/> Termination

Note: Serious violations (theft, violence, harassment) may result in immediate termination.

13. Additional Policies

Social Media Policy

- Do not post photos of customers, proprietary recipes, or financial information
- Do not speak negatively about the restaurant, coworkers, or customers online
- Personal social media use during shifts: Prohibited Breaks only

Confidentiality

- All recipes, procedures, and business information are confidential
- Customer information must never be shared or used for personal purposes
- Violation of confidentiality may result in immediate termination

Parking

Employee parking location: _____

14. Key Contacts

Role	Name	Phone
Owner/GM		
Assistant Manager		
Kitchen Manager		
Bar Manager		

Employee Acknowledgment

I, _____ (print name), acknowledge that I have received, read, and understand the policies outlined in this Employee Handbook.

I understand that:

- This handbook is not a contract of employment
- My employment is at-will and may be terminated at any time by either party
- The company may modify these policies at any time with notice
- I am responsible for following all policies contained in this handbook
- Violations may result in disciplinary action up to and including termination

I agree to abide by all policies and procedures outlined in this handbook.