

## Restaurant Information

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**Restaurant Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Phone:** (\_\_\_\_\_) \_\_\_\_\_-\_\_\_\_\_

**Effective Date:** \_\_\_\_/\_\_\_\_/\_\_\_\_

## 1. Welcome Statement

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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

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### 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

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### 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

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- 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

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### 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

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### 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
- Theft, including food, beverages, or supplies
- Working under influence of drugs or alcohol
- Falsifying time records or documents
- Sharing confidential business or customer info
- 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.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date