

CHRONIC TACOS

NEW EMPLOYEE INTRODUCTION TRAINING CHECKLIST

(Please check off after completion of each item)

Please make sure that each new owner/employee has a copy of the most current Chronic Tacos Employee Hand Book, Chronic Tacos Store Operating systems & To Go Menu before beginning the training. Also Franchisee must sign all release agreements before starting training.

Name _____ Date ____/____/____

1. Finalize all New Hire Forms and Documents

- ☐ Paperwork
- ☐ New Hire Packets
- ☐ New Hire Checklist
- ☐ Required Handouts
- ☐ I-9 Identification check
- ☐ Uniform Loan Agreement
- ☐ Serve Safe
- ☐ Employee Handbook Receipt
- ☐ Employee Handbook Receipt All Inclusive

2. Chronic Tacos Background

- ☐ Discuss Chronic Tacos History
- ☐ Discuss Chronic Tacos Mission Statement Customer Focus (3-second rule, smile, greeting, farewell, calling out food orders when ready, resolving concerns)
- ☐ Discuss Chronic Tacos Commitment, Expectations, Difference, Attitude
- ☐ Discuss Chronic Tacos Life Principles
- ☐ Cleanliness, Freshness and Quality of Food (safety and freshness)
- ☐ Discuss expectations and outline Standards of Operations for: Service Product-Cleanliness

3. Chronic Tacos Branding

- ☐ Discuss Branding Statement
- ☐ Discuss Brand Essence
- ☐ The employee Card

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4. Store Tour & Layout

- ☐ “Stage area”: Dining room & Hot/Cold Table, Kitchen areas
- ☐ Equipment: how to turn off and on, dangers, temperature ranges
- ☐ Fire Extinguishers (how to use)
- ☐ Panic Buttons (how to use if installed)
- ☐ Locks to front and back doors
- ☐ Alarm
- ☐ First aid Kit
- ☐ Legal postings
- ☐ Wet floor sign
- ☐ Chemical storage
- ☐ HAZCOM book
- ☐ Emergency phone numbers
- ☐ Schedule/Communication boards
- ☐ Employee Break area
- ☐ Smoking Area Outside
- ☐ Hand washing sink/sanitizer
- ☐ Phones
- ☐ Office Area

5. Orientation/Employee Handbook

- ☐ EEOC
- ☐ California at-will state
- ☐ Harassment in the workplace (visual, physical, verbal) (race, religion, creed, color, national origin, physical/mental disability, marital status, age, sexual orientation) (Examples, what to do, your rights)
- ☐ Workers Compensation
- ☐ Overtime (laws)
- ☐ Breaks/M meal periods (laws)
- ☐ Leave of Absence (medical, family, personal, military, notice to return)
- ☐ Introductory period. Evaluations (90 day period)

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6. Store Policies & Regulations

- ☐ How we work together (customer focus, respect, integrity and trust)
- ☐ Conflict of Interest
- ☐ Confidentiality
- ☐ Outside Employment
- ☐ Guest injuries (report immediately-get information)
- ☐ Employee Injury (report immediately)
- ☐ HAZCOM book and sign off (chemical and MSDS)
- ☐ Safety (reporting hazards, meetings, spills, slips, burns, fire, earthquake)
- ☐ Security (robbery, panic buttons, money deposits, back door, trash, friends, off duty, entering and exiting building at opening and closing, personal valuables)
- ☐ Firearms and Weapons (not allowed)
- ☐ Employee injuries
- ☐ Work schedules policy (posted, switching shifts, no shows, late, absence, holidays, weekends, special events, employee availability, hours)
- ☐ Special time off request policy (timing, written)
- ☐ Timecards or review time clock procedures with the POS system
- ☐ Paydays (day and time, advances) (Termination Checks)
- ☐ Telephone policy
- ☐ Soliciting
- ☐ Employment Records
- ☐ Employee Concerns (resolution process)
- ☐ Handling Customer Concerns (how to, never do...)
- ☐ Smoking (prohibited, designated area out of view of customers)
- ☐ Uniform and Grooming (refer to handbook)
- ☐ Hand Washing (refer to handbook)
- ☐ Parking
- ☐ Required meetings
- ☐ Disciplinary process (coaching, written, termination)
- ☐ Coaching
- ☐ Warning – Written (1 x)
- ☐ Violation – Written (1-3 x)
- ☐ Complete Termination Form

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6. Store Policies & Regulations (continued)

- ☐ Termination due to violation of company policy
- ☐ Employee breaks (where and when)
- ☐ Employee meals and discounts (decide meal plans before orientation)
- ☐ Employee performance evaluations and merit incentives (when and how often)
- ☐ Open door policy (resolving concerns)

7. Menu Explanation

- ☐ Review all menu panels/categories
- ☐ Combo Meals – How they work
- ☐ Kids Menu
- ☐ Type of tortilla/bread we use
 - ☐ Corn/Flour Tortillas
 - ☐ Telera Bread
 - ☐ Whole Wheat Tortillas/Product storage
- ☐ Menu item modifiers – What we can do for our guests

8. Food Safety Training

- ☐ Most important aspect of a restaurant!
- ☐ Cleanliness and Sanitation Setup (keep it clean and sanitized)
- ☐ Hand Washing (when and how often)
- ☐ Glove Usage (why and when)
- ☐ Temperature danger zone (41-135)
- ☐ Product Temperatures (cold) (32-40)
- ☐ Product Temperatures (hot) (heat to 165°F, hold between 145°-155°F)
- ☐ Product temperatures (frozen) (+/-10)
- ☐ Discard expired product
- ☐ Food storage (6" off floor, keep cold foods refrigerated, never leave out)
- ☐ FIFO – Product rotation
- ☐ FIFO - Product Labeling
- ☐ Serve Safe
- ☐ Sanitation & Cleaning (Chemicals)

9. Product identification & Shelf Life

- ☐ Proteins
- ☐ Tortillas
- ☐ Rice/Beans
- ☐ Cheeses
- ☐ Vegetables
- ☐ Sauces
- ☐ Paper
- ☐ Dry Goods

10.Operating Standard Overview

- ☐ Terms & Conditions
- ☐ Product Specifications
- ☐ Hours of Operation
- ☐ Uniforms
- ☐ Products & Packaging
- ☐ Sales Reports
- ☐ Food Products
- ☐ New Menu Items
- ☐ Marketing

11.Action Plan (30/60/90 Days)

To benefit the most from your experience and direction, we strongly recommend that you prioritize time with your Trainer to review the key aspects of your position that are listed above. As your Trainer goes over each of these areas with you, please check them in the space provided to verify that this has been covered.

If any areas have not been reviewed and/or there are additional topics in which you would like training, please list that in the space provided below. Your Trainer will then follow up on those areas in the weeks following the transfer.

Below are the areas that either were not covered and/or I would like additional assistance with.....

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- 1. _____
- 2. _____
- 3. _____
- 4. _____
- 5. _____
- 6. _____
- 7. _____
- 8. _____

I verify that the areas that I have checked above have been reviewed with me.

Sign below to indicate the trainee has completed and understands each of the areas listed above.

Employee/New Owner Signature _____ Date ____/____/____

Manager / Trainee Signature _____ Date ____/____/____

