

CHRONIC TACOS

NEW HIRE CHECKLIST

Employee Full Name:	Start Date:
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Doc. No.	Doc. Description	Received	Action Items	Manager Notes
1	Food Safety/Serv Safe Certificate		Number: _____ Expires: _____	Must have this before they start work. Ask basic food safety questions. Show hand washing technique. Must wash hands before shift often.
2	Employment Application		Must fill out CTE application and sign.	Must have Chronic form. Attach personal resume and place in file.
3	I9 Form		Must look at one or two forms of documentation.	Must have Chronic form. Attach personal resume and place in file.
4	W4		Make sure this is dated the start date. Same with the I9.	Place in employee file.
5	Uniform Loan Agreement		Give 2 shirts and 1 hat. Employees have their own non-slip shoes.	Must have before start work. Employee to show up ready for work.
6	Employee Handbook Receipt		Employee to sign & retain copy from last page of Handbook. Chronic to have signed copy in file.	All areas must be initialed and employee signed on the last page
7	Portion Controls Charts		To be done in restaurant.	Manager certify within one week of Hire Date, employee has passed portion and job tests.
Employee Information		Give Copies and review with employee. Employee to initial.		
8	CA Family Rights Act		Give copy. Employee initial here when they received copy. _____	Hand out to employee.
9	CA Disability Insurance Information		Give copy. Employee initial here when they received copy. _____	Hand out to employee.
10	Paid Family Leave		Give copy. Employee initial here when they received copy. _____	Hand out to employee.
11	Pregnancy Leave		Give copy. Employee initial here when they received copy. _____	Hand out to employee.
12	Time of Hire Packet. Worker's Compensation		Give copy. Employee initial here when they received copy. _____	Hand out to employee.
13	Sexual Harassment Policy		Give copy. Employee initial here when they received copy. _____	Hand out to employee.
14	CA Paid Sick Leave Info Form		Give copy. Employee initial here when they received copy. _____	Hand out to employee.
15	Time of Hire Policy		Give copy. Employee initial here when they received copy. _____	Hand out to employee.
16	Position Skills Checklists		Each employee receives a copy. Employee signs last page and place in file.	Manager signs off on their training and places all training checklists into employee file.