New hire skills sign-off

Employee: _____ Start date: _____ Sign off each skill when it has been shown, not when it has been explained.

Day one

[ ]	Clock in and out, and where to find the schedule	Date / initials: _____
[ ]	Register: sale, refund, gift card	Date / initials: _____
[ ]	Opening or closing checklist with help	Date / initials: _____
[ ]	Food safety basics for this station	Date / initials: _____

Week one

[ ]	Core drinks or dishes to the shop's recipe	Date / initials: _____
[ ]	Work the busy period with someone beside them	Date / initials: _____
[ ]	Restock and rotate stock	Date / initials: _____
[ ]	Who to call when something breaks	Date / initials: _____

Week two

[ ]	Work the busy period with the trainer stepping back	Date / initials: _____
[ ]	Closing checklist and till count	Date / initials: _____
[ ]	First solo shift with a manager on site	Date / initials: _____

Free template from zchedule.app/resources. Examples are illustrative.