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## Restaurant Employee Manual

Start on the Right Foot with New Restaurant Employees



A restaurant employee manual is a good idea for new hires.

An employee manual is a good idea for both new and existing restaurants. A good restaurant employee manual outlines all your expectations for job performance as well as job descriptions, safety procedures and any other communication you want to convey. If there is ever a dispute with an employee, about policies, behavior, etc...you can pull out your handy-dandy employee manual for the correct answer.

### Have New Employees Sign the Restaurant Employee Manual

Before letting any new employee on start on the floor or in the back of the house, have them read the employee manual cover to cover and sign a release saying they understand the terms and conditions of their employment at your restaurant. Their signature should acknowledge that they have read, understood and are willing to follow the rules and regulations put forth in the restaurant employee manual. Not only does this help set clear guidelines for new employees, it will help protect employers in the event of a lawsuit or other legal action.

### What to Put in a Restaurant Employee Manual

Most employee manuals, whether a restaurant or other type of business contain the following information for new hires:

- A letter of welcome
- Performance expectations
- Emergency procedures
- Drug/Alcohol policies
- Safety policy
- Drug/Alcohol policies
- Safety policy

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