

Welcome to [Restaurant Name]

Dear Team Member,

Welcome to the [Restaurant Name] family! This packet provides essential information to help you get started.

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About Us

[Brief introduction of the restaurant, its history, style, and goals.]

Our Vision & Values

- [Value #1: e.g., Customer First]
- [Value #2: e.g., Teamwork]
- [Value #3: e.g., Consistency]

Team Guidelines

- Arrive on time for your shift.
- Treat customers and team members with respect.
- Maintain a positive attitude.
- Follow instructions and restaurant policies.

Dress Code

- [Uniform requirements]
- [Personal hygiene expectations]
- [Prohibited attire]

Daily Procedures

1. Clock in and check your assignment.
2. Set up your work area.
3. Greet and serve guests.
4. Maintain cleanliness throughout your shift.
5. Clock out and complete closing tasks.

Safety & Hygiene

- Wash hands frequently.
- Report spills and clean promptly.
- Store food properly.
- Use equipment safely.

Contact Information

Role	Name	Contact

Manager	[Manager Name]	[Phone/Email]
Supervisor	[Supervisor Name]	[Phone/Email]

We're glad you're here. Let's make every guest visit exceptional!