

Welcome to [Restaurant Name]

Dear Team Member,

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

Table of Contents

- 1. About Us
- 2. Our Vision & Values
- 3. Team Guidelines
- 4. Dress Code
- 5. Daily Procedures
- 6. Safety & Hygiene
- 7. Contact Information

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

Weâ€™re glad youâ€™re here. Letâ€™s make every guest visit exceptional!