

Dining Services Orientation Checklist

Employee Name:	Title:	Date of Employment:
Subject	Initial	Date
GENERAL PROCEDURES		
Philosophy and Department		
Guideline and Procedure Manual/Diet Manual		
Location of Manuals		
Floor Care		
Trash Removal		
Linens		
Chemicals and MSDS		
Dress Code/Appearance		
Break times		
Review of Position Description		
Hours of Operation		
Scheduling Leave Requests		
Dining Services Procedures		
Modified Diets		
EQUIPMENT		
Dish Washer		
Tray Line		
Trash Compactor		
Robot Coupe		
Heating Devices (Stoves, Ovens, Fryers, Warmers)		
Mixing Equipment		
Drink Machines		
SAFETY		
General Safety		
Body Mechanics		
Electrical		
Incident Reports		
Emergency Preparedness Manual		
Fire Pull Stations		
Fire Extinguishers		
ServSafe (Sanitation, Foodborne Illness, HACCP)		
Equipment Safety (General)		