

Employee Orientation Record Form

Human resources · Event-based

Employee details

Business name

Full name

Role

Trainer

Start date

Completion date

Business and hygiene

Question	Yes	No	Initials	Notes
Were the emergency exit and fire extinguisher shown?	☐	☐		
Were the handwashing and hair covering rules explained?	☐	☐		
Were the allergen and special note rules explained?	☐	☐		
Were dress requirements and breaks explained?	☐	☐		
Were the complaint and incident reporting processes shown?	☐	☐		

Ritapos and till

Question	Yes	No	Initials	Notes
Did the employee sign in with their own account?	☐	☐		
Was taking a new order demonstrated?	☐	☐		
Were the notes and allergen fields shown?	☐	☐		
Was closing an order with payment demonstrated?	☐	☐		
Was it explained that closing without payment is an exception?	☐	☐		
Were discount permissions and note rules explained?	☐	☐		
Was the kitchen ticket or screen shown?	☐	☐		
Was the delivery / courier screen shown if needed?	☐	☐		

Incomplete training and date

Signature

Trainer signature

Employee signature

Date

This form is a checklist for training purposes. It does not change your municipal, food registration, or occupational health obligations. Confirm local requirements in writing.