



Restaurant Training Plan Template

Use this template to outline your training plan by day or week, role, focus areas, and materials needed.

Day/Week	Training Focus	Method (Video, Hands-on, etc.)	Materials/Resources
Day 1	Orientation, Safety Policies	In-person, Paper Packet	Welcome Packet, Safety Checklist
Day 2			
Day 3			
Day 4			
Day 5			

Notes:

- Add more rows as needed for each day or week of your training schedule.
- Adjust columns for role-specific plans.
- Store digitally and print for your trainers to follow while they complete their training checklist.

Need help building your restaurant's training tools?

Whether you're building a program for one restaurant or scaling across multiple locations, [Training Table](#) is here to help. We specialize in restaurant-specific training systems that work in the real world and keep your employees engaged.



Trainer Checklist Template

Use this checklist to ensure consistency in how new hires are trained. Each task should be initialed and dated when completed.

- Greet new hire and introduce to team _____
- Provide and review employee handbook _____
- Review safety procedures (fire, cuts, burns, etc.) _____
- Review where SDS info is and how to use it _____
- Demonstrate proper hygiene and uniform standards _____
- Train on station setup and opening duties _____
- Shadow veteran employee during busy shift _____
- Coach on POS/order-taking or prep procedures _____
- Review food safety and allergen awareness _____
- Conduct a knowledge/skills check _____
- Collect feedback from new hire and provide support _____

Trainer Name: _____

Trainee Name: _____

Date Completed: _____

Manager Signature: _____