

Restaurant Training & Onboarding Readiness

Find the missing standards, practice and follow-through before your next opening, new hire or menu rollout.

RESTAURANT / COMPANY

REVIEW DATE

Ready = verified in practice. In progress = incomplete or not yet verified. Missing = not in place. Select one status per checkpoint.

CHECKPOINT / EVIDENCE TO REVIEW

Ready In progress Missing

01 A named trainer for every role Review the assigned trainer and first-shift plan.	☐	☐	☐
02 Current orientation and company standards Check that every new hire can find the approved materials.	☐	☐	☐
03 Observable steps of service Confirm the expected actions, handoffs and escalation route.	☐	☐	☐
04 Approved menu and ingredient references Verify menu knowledge and how staff resolve guest questions.	☐	☐	☐
05 Cook station maps and preparation plans Inspect station setup, equipment and preparation references.	☐	☐	☐
06 Consistent recipes, portions and plating Check that each station uses the current approved version.	☐	☐	☐
07 Supervised practice, not shadowing alone Observe employees performing their assigned work.	☐	☐	☐
08 Demonstrated readiness before signoff Record the skill shown, reviewer, date and remaining gaps.	☐	☐	☐
09 Kitchen and service rehearsals together Practice pickup, timing, communication and exceptions.	☐	☐	☐
10 Manager ownership after training Name who checks progress and coaches the remaining gaps.	☐	☐	☐

Next step: Bring the three most important gaps into the action plan on page 2. A checked box does not replace an observed demonstration.

Planning aid only; not certification or a guarantee of operational readiness. This PDF does not submit your answers to ONNIT. Save your completed copy.

Turn the gaps into a plan.

Choose the role, name the trainer and define what successful performance looks like. Set a review date before assigning independent work.

ROLE / TEAM

LEAD TRAINER / MANAGER

PRIORITY 1

OWNER

REVIEW DATE

EVIDENCE REQUIRED FOR SIGNOFF

PRIORITY 2

OWNER

REVIEW DATE

EVIDENCE REQUIRED FOR SIGNOFF

PRIORITY 3

OWNER

REVIEW DATE

EVIDENCE REQUIRED FOR SIGNOFF

WHAT DOES A USEFUL SKILLS CHECK LOOK LIKE?

Front of house: Explain an approved dish, locate the ingredient reference, communicate a special request through the approved route and complete the service handoff.

Culinary: Set a station using its map, produce an approved recipe to portion and plating standards, then practice pickup and report any preparation gap.

Illustrative examples. Adapt each check to the role, concept and approved operating and safety standards.

Need the missing pieces built for your team?

ONNIT develops role-specific onboarding and hands-on front-of-house, culinary and manager training. Start with a focused project; ongoing management is optional.

Training & Onboarding / Culinary Development / Opening Systems

Request a training scope: Andrew@onnithospitality.com

Share your location, training need and target dates. Scope and availability are confirmed in writing.