

# FAST-FOOD SAFETY AND ORIENTATION TRAINING TOPICS NEW EMPLOYEE CHECKLIST

**Instructions:** Under each topic heading, write in the major items a new employee needs to know to do his/her job safely. After telling, demonstrating, and letting them demonstrate their knowledge of each item, check the block and date the form, which can be used to ensure each employee is fully trained and oriented, as well as a record of training and orientation. A copy of the filled-in form may be given the employee as a reference sheet they can use until fully competent in their jobs.

EMPLOYEE: \_\_\_\_\_ - TRAINER: \_\_\_\_\_ DATE: \_\_\_\_\_

- I. Interior Store Safety**
  
- III. Slip and Fall Safety**
  
- IV. Daily Floor Cleaning (and Spill Cleanup)**
  
- V. Housekeeping**
  
- VI. Rest Room Cleaning /Safety**
  
- VII. Electrical Safety**
  
- VIII. Cooking Safety**
  
- IX. Specific Equipment Safety**
  
- X. Shortening Melting, Filtering Procedures & Safety**
  
- XI. Lifting and Materials Handling Safety**
  
- XII. Compressed Gas Cylinder Safety**
  
- XIII. Fire Prevention & Suppression**
  
- XIV. Emergency Procedures (Cooking Fires, Adverse Weather, Violent Customer, Etc.)**
  
- XV. First Aid Supplies, Emergency Telephone Numbers & Contacts**
  
- XVI. Hold-Up Procedures (“Front” Workers)**
  
- XVII. OTHER:**