**Restaurant Staff Training Form**

**Employee Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
 Position: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
 Training Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
 Trainer Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

## **1. Training Topics**

**☐ Restaurant Policies & Procedures
 ☐ Customer Service Standards
 ☐ Food Safety & Hygiene
 ☐ Order Taking & POS System
 ☐ Table Setup & Presentation
 ☐ Handling Customer Complaints
 ☐ Emergency Procedures
 ☐ Kitchen & Equipment Use**

## **2. Employee Performance Evaluation**

| **Training Area** | **Evaluation (1-5)** | **Trainer Notes** | **Need Improvement? (Yes/No)** |
| --- | --- | --- | --- |
| **Greeting Customers** | **☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5** |  | **☐ Yes ☐ No** |
| **Food Handling & Safety** | **☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5** |  | **☐ Yes ☐ No** |
| **Communication Skills** | **☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5** |  | **☐ Yes ☐ No** |
| **Handling Orders & Payments** | **☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5** |  | **☐ Yes ☐ No** |
| **Cleaning & Sanitation** | **☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5** |  | **☐ Yes ☐ No** |
| **Teamwork & Coordination** | **☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5** |  | **☐ Yes ☐ No** |
| **Problem Solving** | **☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5** |  | **☐ Yes ☐ No** |
| **Overall Professionalism** | **☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5** |  | **☐ Yes ☐ No** |

## **3. Employee Acknowledgment**

**I, (Employee Name), confirm that I have received and understood the training provided.**

**Employee Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
 Trainer Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**