First-Week Training Tracker

Spread shared orientation and role practice across this employee's actual first-week shifts. The shift entries are flexible; they are not tied to weekdays or a fixed schedule.

Employee name: _____

Assigned role or station: _____

Trainer or manager: _____

First day / start date: _____

Plan around the shifts actually worked

Use one row per training shift or block. Leave unscheduled days blank. Add a page if the employee has more than seven training shifts in the first week.

Entry	Date / shift	Topics / station	Trainer / manager	Follow-up for next shift
Shift 1	_____ _____	_____ _____	_____ _____	_____ _____
Shift 2	_____ _____	_____ _____	_____ _____	_____ _____
Shift 3	_____ _____	_____ _____	_____ _____	_____ _____
Shift 4	_____ _____	_____ _____	_____ _____	_____ _____
Shift 5	_____ _____	_____ _____	_____ _____	_____ _____
Shift 6	_____ _____	_____ _____	_____ _____	_____ _____
Shift 7	_____ _____	_____ _____	_____ _____	_____ _____

Use the topic pages after this planner to record what was introduced or demonstrated, what the employee practiced, open questions, and next steps.

Operational aid only: this tracker does not replace required training, applicable requirements, or the restaurant's current written procedures. Using it does not establish or guarantee compliance.

SHARED ORIENTATION / 01

Meet the people and find support

Make it clear who is leading the shift and where a new person can get an answer.

Record the date or shift for each topic. Leave inapplicable topics or role paths unused; adapt the prompts to your operation.

Meet your trainer and the manager or shift lead for today.

Training date / shift: _____ Trainer name / initials: _____ Sign-off date: _____
[ ] Introduced / demonstrated [ ] Employee practiced
Progress: [ ] Practiced with support [ ] Ready for next step [ ] Needs more practice
Introduced / demonstrated detail: _____
Employee practice: _____
Still needs practice or instruction: _____
Open questions: _____
Next step: _____
Responsible person: _____

Learn the names and roles of the teammates you will work beside.

Training date / shift: _____ Trainer name / initials: _____ Sign-off date: _____
[ ] Introduced / demonstrated [ ] Employee practiced
Progress: [ ] Practiced with support [ ] Ready for next step [ ] Needs more practice
Introduced / demonstrated detail: _____
Employee practice: _____
Still needs practice or instruction: _____
Open questions: _____
Next step: _____
Responsible person: _____

Confirm who to ask when a guest, order, or task needs a decision.

Training date / shift: _____ Trainer name / initials: _____ Sign-off date: _____
[ ] Introduced / demonstrated [ ] Employee practiced
Progress: [ ] Practiced with support [ ] Ready for next step [ ] Needs more practice
Introduced / demonstrated detail: _____
Employee practice: _____
Still needs practice or instruction: _____
Open questions: _____
Next step: _____
Responsible person: _____

Hear how the team hands work or unresolved questions to the next person.

Training date / shift: _____ Trainer name / initials: _____ Sign-off date: _____
[ ] Introduced / demonstrated [ ] Employee practiced
Progress: [ ] Practiced with support [ ] Ready for next step [ ] Needs more practice
Introduced / demonstrated detail: _____
Employee practice: _____
Still needs practice or instruction: _____
Open questions: _____
Next step: _____
Responsible person: _____

SHARED ORIENTATION / 02

Get oriented to the work areas

Walk the layout that fits this restaurant, cafe, counter, or food truck.

Record the date or shift for each topic. Leave inapplicable topics or role paths unused; adapt the prompts to your operation.

Walk through your assigned station and the nearby work areas you will use.

Training date / shift: _____ Trainer name / initials: _____ Sign-off date: _____
[ ] Introduced / demonstrated [ ] Employee practiced
Progress: [ ] Practiced with support [ ] Ready for next step [ ] Needs more practice
Introduced / demonstrated detail: _____
Employee practice: _____
Still needs practice or instruction: _____
Open questions: _____
Next step: _____
Responsible person: _____

Trace how a guest or order moves through this operation, from arrival to pickup or service.

Training date / shift: _____ Trainer name / initials: _____ Sign-off date: _____
[ ] Introduced / demonstrated [ ] Employee practiced
Progress: [ ] Practiced with support [ ] Ready for next step [ ] Needs more practice
Introduced / demonstrated detail: _____
Employee practice: _____
Still needs practice or instruction: _____
Open questions: _____
Next step: _____
Responsible person: _____

Find the tools and supplies for your station, and learn how the team requests more.

Training date / shift: _____ Trainer name / initials: _____ Sign-off date: _____
[ ] Introduced / demonstrated [ ] Employee practiced
Progress: [ ] Practiced with support [ ] Ready for next step [ ] Needs more practice
Introduced / demonstrated detail: _____
Employee practice: _____
Still needs practice or instruction: _____
Open questions: _____
Next step: _____
Responsible person: _____

Locate the staff area, personal-item storage, and the place used for breaks.

Training date / shift: _____ Trainer name / initials: _____ Sign-off date: _____
[ ] Introduced / demonstrated [ ] Employee practiced
Progress: [ ] Practiced with support [ ] Ready for next step [ ] Needs more practice
Introduced / demonstrated detail: _____
Employee practice: _____
Still needs practice or instruction: _____
Open questions: _____
Next step: _____
Responsible person: _____

Review how the team shares tight, busy, or mobile work areas.

Training date / shift: _____ Trainer name / initials: _____ Sign-off date: _____
[ ] Introduced / demonstrated [ ] Employee practiced
Progress: [ ] Practiced with support [ ] Ready for next step [ ] Needs more practice

Introduced / demonstrated detail: _____
Employee practice: _____
Still needs practice or instruction: _____
Open questions: _____
Next step: _____
Responsible person: _____

SHARED ORIENTATION / 03

Learn the service rhythm

Focus on what happens during a normal shift, not on opening or closing a location.

Record the date or shift for each topic. Leave inapplicable topics or role paths unused; adapt the prompts to your operation.

Review the usual flow of a shift: preparation, service, pauses, and handoff as they apply here.

Training date / shift: _____ Trainer name / initials: _____ Sign-off date: _____
[ ] Introduced / demonstrated [ ] Employee practiced
Progress: [ ] Practiced with support [ ] Ready for next step [ ] Needs more practice
Introduced / demonstrated detail: _____
Employee practice: _____
Still needs practice or instruction: _____
Open questions: _____
Next step: _____
Responsible person: _____

See where orders arrive and how your station knows what to do next.

Training date / shift: _____ Trainer name / initials: _____ Sign-off date: _____
[ ] Introduced / demonstrated [ ] Employee practiced
Progress: [ ] Practiced with support [ ] Ready for next step [ ] Needs more practice
Introduced / demonstrated detail: _____
Employee practice: _____
Still needs practice or instruction: _____
Open questions: _____
Next step: _____
Responsible person: _____

Review the menu items, common modifications, and how unavailable items are shared with the team.

Training date / shift: _____ Trainer name / initials: _____ Sign-off date: _____
[ ] Introduced / demonstrated [ ] Employee practiced
Progress: [ ] Practiced with support [ ] Ready for next step [ ] Needs more practice
Introduced / demonstrated detail: _____
Employee practice: _____
Still needs practice or instruction: _____
Open questions: _____
Next step: _____
Responsible person: _____

Practice how to pause, clarify, and bring a guest request or concern to the right person.

Training date / shift: _____ Trainer name / initials: _____ Sign-off date: _____
[ ] Introduced / demonstrated [ ] Employee practiced
Progress: [ ] Practiced with support [ ] Ready for next step [ ] Needs more practice
Introduced / demonstrated detail: _____
Employee practice: _____
Still needs practice or instruction: _____
Open questions: _____
Next step: _____
Responsible person: _____

Ask what to do when your assigned work is caught up or your station needs help.

Training date / shift: _____ Trainer name / initials: _____ Sign-off date: _____
[ ] Introduced / demonstrated [ ] Employee practiced
Progress: [ ] Practiced with support [ ] Ready for next step [ ] Needs more practice

Introduced / demonstrated detail: _____
Employee practice: _____
Still needs practice or instruction: _____
Open questions: _____
Next step: _____
Responsible person: _____

SHARED ORIENTATION / 04

Set communication and work expectations

Explain the local routines a new teammate will use every shift.

Record the date or shift for each topic. Leave inapplicable topics or role paths unused; adapt the prompts to your operation.

Review where to find the schedule and how the team records the start and end of work.

Training date / shift: _____ Trainer name / initials: _____ Sign-off date: _____
[ ] Introduced / demonstrated [ ] Employee practiced
Progress: [ ] Practiced with support [ ] Ready for next step [ ] Needs more practice
Introduced / demonstrated detail: _____
Employee practice: _____
Still needs practice or instruction: _____
Open questions: _____
Next step: _____
Responsible person: _____

Confirm how to report a delay, absence, or schedule question.

Training date / shift: _____ Trainer name / initials: _____ Sign-off date: _____
[ ] Introduced / demonstrated [ ] Employee practiced
Progress: [ ] Practiced with support [ ] Ready for next step [ ] Needs more practice
Introduced / demonstrated detail: _____
Employee practice: _____
Still needs practice or instruction: _____
Open questions: _____
Next step: _____
Responsible person: _____

Ask how breaks and station coverage are coordinated on this team.

Training date / shift: _____ Trainer name / initials: _____ Sign-off date: _____
[ ] Introduced / demonstrated [ ] Employee practiced
Progress: [ ] Practiced with support [ ] Ready for next step [ ] Needs more practice
Introduced / demonstrated detail: _____
Employee practice: _____
Still needs practice or instruction: _____
Open questions: _____
Next step: _____
Responsible person: _____

Find the team’s approved place for shift notes and day-to-day messages.

Training date / shift: _____ Trainer name / initials: _____ Sign-off date: _____
[ ] Introduced / demonstrated [ ] Employee practiced
Progress: [ ] Practiced with support [ ] Ready for next step [ ] Needs more practice
Introduced / demonstrated detail: _____
Employee practice: _____
Still needs practice or instruction: _____
Open questions: _____
Next step: _____
Responsible person: _____

Discuss what a good handoff, finished task, and request for help look like here.

Training date / shift: _____ Trainer name / initials: _____ Sign-off date: _____
[ ] Introduced / demonstrated [ ] Employee practiced
Progress: [ ] Practiced with support [ ] Ready for next step [ ] Needs more practice

Introduced / demonstrated detail: _____
Employee practice: _____
Still needs practice or instruction: _____
Open questions: _____
Next step: _____
Responsible person: _____

ROLE PRACTICE / 01

Counter and register

For counter service, cashier, or order-taking assignments.

Record the date or shift for each topic. Leave inapplicable topics or role paths unused; adapt the prompts to your operation.

Walk through the order-taking flow, including how to confirm the guest's order.

Training date / shift: _____ Trainer name / initials: _____ Sign-off date: _____
[ ] Introduced / demonstrated [ ] Employee practiced
Progress: [ ] Practiced with support [ ] Ready for next step [ ] Needs more practice
Introduced / demonstrated detail: _____
Employee practice: _____
Still needs practice or instruction: _____
Open questions: _____
Next step: _____
Responsible person: _____

Practice finding menu details and asking the trainer before guessing.

Training date / shift: _____ Trainer name / initials: _____ Sign-off date: _____
[ ] Introduced / demonstrated [ ] Employee practiced
Progress: [ ] Practiced with support [ ] Ready for next step [ ] Needs more practice
Introduced / demonstrated detail: _____
Employee practice: _____
Still needs practice or instruction: _____
Open questions: _____
Next step: _____
Responsible person: _____

Practice the register and payment handoff with the trainer.

Training date / shift: _____ Trainer name / initials: _____ Sign-off date: _____
[ ] Introduced / demonstrated [ ] Employee practiced
Progress: [ ] Practiced with support [ ] Ready for next step [ ] Needs more practice
Introduced / demonstrated detail: _____
Employee practice: _____
Still needs practice or instruction: _____
Open questions: _____
Next step: _____
Responsible person: _____

Follow one order from entry to the kitchen, drink station, or pickup point.

Training date / shift: _____ Trainer name / initials: _____ Sign-off date: _____
[ ] Introduced / demonstrated [ ] Employee practiced
Progress: [ ] Practiced with support [ ] Ready for next step [ ] Needs more practice
Introduced / demonstrated detail: _____
Employee practice: _____
Still needs practice or instruction: _____
Open questions: _____
Next step: _____
Responsible person: _____

Review who handles a correction, refund question, or unavailable item.

Training date / shift: _____ Trainer name / initials: _____ Sign-off date: _____
[ ] Introduced / demonstrated [ ] Employee practiced
Progress: [ ] Practiced with support [ ] Ready for next step [ ] Needs more practice

Introduced / demonstrated detail: _____
Employee practice: _____
Still needs practice or instruction: _____
Open questions: _____
Next step: _____
Responsible person: _____

ROLE PRACTICE / 02

Dining room and runner

For table service, guest-area, and food-running assignments.

Record the date or shift for each topic. Leave inapplicable topics or role paths unused; adapt the prompts to your operation.

Review your section or service zone and how the team covers it.

Training date / shift: _____ Trainer name / initials: _____ Sign-off date: _____
[ ] Introduced / demonstrated [ ] Employee practiced
Progress: [ ] Practiced with support [ ] Ready for next step [ ] Needs more practice
Introduced / demonstrated detail: _____
Employee practice: _____
Still needs practice or instruction: _____
Open questions: _____
Next step: _____
Responsible person: _____

Watch how the team matches a finished order to its table or guest.

Training date / shift: _____ Trainer name / initials: _____ Sign-off date: _____
[ ] Introduced / demonstrated [ ] Employee practiced
Progress: [ ] Practiced with support [ ] Ready for next step [ ] Needs more practice
Introduced / demonstrated detail: _____
Employee practice: _____
Still needs practice or instruction: _____
Open questions: _____
Next step: _____
Responsible person: _____

Practice a guest check-in and learn when to bring a question to the server or manager.

Training date / shift: _____ Trainer name / initials: _____ Sign-off date: _____
[ ] Introduced / demonstrated [ ] Employee practiced
Progress: [ ] Practiced with support [ ] Ready for next step [ ] Needs more practice
Introduced / demonstrated detail: _____
Employee practice: _____
Still needs practice or instruction: _____
Open questions: _____
Next step: _____
Responsible person: _____

Review how special requests are repeated back and shared with the kitchen.

Training date / shift: _____ Trainer name / initials: _____ Sign-off date: _____
[ ] Introduced / demonstrated [ ] Employee practiced
Progress: [ ] Practiced with support [ ] Ready for next step [ ] Needs more practice
Introduced / demonstrated detail: _____
Employee practice: _____
Still needs practice or instruction: _____
Open questions: _____
Next step: _____
Responsible person: _____

Learn how your role supports payment, table changes, or the next service handoff.

Training date / shift: _____ Trainer name / initials: _____ Sign-off date: _____
[ ] Introduced / demonstrated [ ] Employee practiced
Progress: [ ] Practiced with support [ ] Ready for next step [ ] Needs more practice

Introduced / demonstrated detail: _____
Employee practice: _____
Still needs practice or instruction: _____
Open questions: _____
Next step: _____
Responsible person: _____

ROLE PRACTICE / 03

Beverage and barista station

For cafes, coffee service, and other beverage assignments.

Record the date or shift for each topic. Leave inapplicable topics or role paths unused; adapt the prompts to your operation.

Identify the station tools and ask the trainer to demonstrate their normal use.

Training date / shift: _____ Trainer name / initials: _____ Sign-off date: _____
[ ] Introduced / demonstrated [ ] Employee practiced
Progress: [ ] Practiced with support [ ] Ready for next step [ ] Needs more practice
Introduced / demonstrated detail: _____
Employee practice: _____
Still needs practice or instruction: _____
Open questions: _____
Next step: _____
Responsible person: _____

Review the house recipe or build guide for common drinks.

Training date / shift: _____ Trainer name / initials: _____ Sign-off date: _____
[ ] Introduced / demonstrated [ ] Employee practiced
Progress: [ ] Practiced with support [ ] Ready for next step [ ] Needs more practice
Introduced / demonstrated detail: _____
Employee practice: _____
Still needs practice or instruction: _____
Open questions: _____
Next step: _____
Responsible person: _____

Make one common drink with the trainer and compare it with the station guide.

Training date / shift: _____ Trainer name / initials: _____ Sign-off date: _____
[ ] Introduced / demonstrated [ ] Employee practiced
Progress: [ ] Practiced with support [ ] Ready for next step [ ] Needs more practice
Introduced / demonstrated detail: _____
Employee practice: _____
Still needs practice or instruction: _____
Open questions: _____
Next step: _____
Responsible person: _____

Practice reading a beverage ticket and communicating a question or delay.

Training date / shift: _____ Trainer name / initials: _____ Sign-off date: _____
[ ] Introduced / demonstrated [ ] Employee practiced
Progress: [ ] Practiced with support [ ] Ready for next step [ ] Needs more practice
Introduced / demonstrated detail: _____
Employee practice: _____
Still needs practice or instruction: _____
Open questions: _____
Next step: _____
Responsible person: _____

Learn where finished drinks go and how the team identifies the right order.

Training date / shift: _____ Trainer name / initials: _____ Sign-off date: _____
[ ] Introduced / demonstrated [ ] Employee practiced
Progress: [ ] Practiced with support [ ] Ready for next step [ ] Needs more practice

Introduced / demonstrated detail: _____
Employee practice: _____
Still needs practice or instruction: _____
Open questions: _____
Next step: _____
Responsible person: _____

ROLE PRACTICE / 04

Kitchen and prep station

For prep, line, dish, or kitchen support assignments; tailor the steps to the station.

Record the date or shift for each topic. Leave inapplicable topics or role paths unused; adapt the prompts to your operation.

Walk through the station layout, tools, and where the station guide is kept.

Training date / shift: _____ Trainer name / initials: _____ Sign-off date: _____
[ ] Introduced / demonstrated [ ] Employee practiced
Progress: [ ] Practiced with support [ ] Ready for next step [ ] Needs more practice
Introduced / demonstrated detail: _____
Employee practice: _____
Still needs practice or instruction: _____
Open questions: _____
Next step: _____
Responsible person: _____

Review how tickets or verbal calls reach the station and how priorities are signaled.

Training date / shift: _____ Trainer name / initials: _____ Sign-off date: _____
[ ] Introduced / demonstrated [ ] Employee practiced
Progress: [ ] Practiced with support [ ] Ready for next step [ ] Needs more practice
Introduced / demonstrated detail: _____
Employee practice: _____
Still needs practice or instruction: _____
Open questions: _____
Next step: _____
Responsible person: _____

Prepare one assigned item alongside the trainer using the team’s recipe or build guide.

Training date / shift: _____ Trainer name / initials: _____ Sign-off date: _____
[ ] Introduced / demonstrated [ ] Employee practiced
Progress: [ ] Practiced with support [ ] Ready for next step [ ] Needs more practice
Introduced / demonstrated detail: _____
Employee practice: _____
Still needs practice or instruction: _____
Open questions: _____
Next step: _____
Responsible person: _____

Practice communicating an item’s status, timing question, or unavailable ingredient.

Training date / shift: _____ Trainer name / initials: _____ Sign-off date: _____
[ ] Introduced / demonstrated [ ] Employee practiced
Progress: [ ] Practiced with support [ ] Ready for next step [ ] Needs more practice
Introduced / demonstrated detail: _____
Employee practice: _____
Still needs practice or instruction: _____
Open questions: _____
Next step: _____
Responsible person: _____

Review how the team resets the station after a training task and where to leave a handoff note.

Training date / shift: _____ Trainer name / initials: _____ Sign-off date: _____
[ ] Introduced / demonstrated [ ] Employee practiced
Progress: [ ] Practiced with support [ ] Ready for next step [ ] Needs more practice

Introduced / demonstrated detail: _____
Employee practice: _____
Still needs practice or instruction: _____
Open questions: _____
Next step: _____
Responsible person: _____

ROLE PRACTICE / 05

Food truck and mobile service

For truck, pop-up, market, or other compact mobile-service assignments.

Record the date or shift for each topic. Leave inapplicable topics or role paths unused; adapt the prompts to your operation.

Trace the local order, preparation, and pickup flow for this service setup.

Training date / shift: _____ Trainer name / initials: _____ Sign-off date: _____
[ ] Introduced / demonstrated [ ] Employee practiced
Progress: [ ] Practiced with support [ ] Ready for next step [ ] Needs more practice
Introduced / demonstrated detail: _____
Employee practice: _____
Still needs practice or instruction: _____
Open questions: _____
Next step: _____
Responsible person: _____

Review how teammates move and communicate in the compact work area.

Training date / shift: _____ Trainer name / initials: _____ Sign-off date: _____
[ ] Introduced / demonstrated [ ] Employee practiced
Progress: [ ] Practiced with support [ ] Ready for next step [ ] Needs more practice
Introduced / demonstrated detail: _____
Employee practice: _____
Still needs practice or instruction: _____
Open questions: _____
Next step: _____
Responsible person: _____

Practice the order and payment steps used at this service point.

Training date / shift: _____ Trainer name / initials: _____ Sign-off date: _____
[ ] Introduced / demonstrated [ ] Employee practiced
Progress: [ ] Practiced with support [ ] Ready for next step [ ] Needs more practice
Introduced / demonstrated detail: _____
Employee practice: _____
Still needs practice or instruction: _____
Open questions: _____
Next step: _____
Responsible person: _____

Learn how the team organizes the guest queue and identifies completed orders.

Training date / shift: _____ Trainer name / initials: _____ Sign-off date: _____
[ ] Introduced / demonstrated [ ] Employee practiced
Progress: [ ] Practiced with support [ ] Ready for next step [ ] Needs more practice
Introduced / demonstrated detail: _____
Employee practice: _____
Still needs practice or instruction: _____
Open questions: _____
Next step: _____
Responsible person: _____

Practice sharing an unavailable item, service delay, or customer question with the lead.

Training date / shift: _____ Trainer name / initials: _____ Sign-off date: _____
[ ] Introduced / demonstrated [ ] Employee practiced
Progress: [ ] Practiced with support [ ] Ready for next step [ ] Needs more practice

Introduced / demonstrated detail: _____
Employee practice: _____
Still needs practice or instruction: _____
Open questions: _____
Next step: _____
Responsible person: _____

Open practice and follow-up

Carry unresolved practice or questions forward to the next shift. This is a trainer handoff, not an employee certification or regulatory completion record.

Employee name: _____

Role / station: _____ Next shift date / time: _____

Unresolved practice or instruction: _____
Open questions: _____
Next step for the employee: _____
Responsible trainer / manager: _____

Trainer name / initials: _____ Date: _____

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