

ONBOARDING

DATE

JACK#

FIRST STEPS

NAME/NOMBRE



- ☐ **Print Manager name, New Hire name, Date and Restaurant Number above.**
- ☐ **New Hire Paperwork (Efficient Forms) and Application.**
- ☐ **Neat and Well-Groomed:**
 - ☐ **Discuss the Following:** Uniform- Hair (above collar), Hat/Visor, Nail Policy, Nametag, JIB Shirt tucked in, Black Slacks, Belt, Non-slip Shoes, Jewelry (Stones).
- ☐ **Time Keeping.**
 - ☐ **Discuss:** Badge Number, Clocking in/out, No clocking in early or staying later than scheduled unless authorized, Clocking in/out for Meals.
- ☐ **Hand Washing:** Take the New Hire to the nearest **Hand Washing Sink.**
 - ☐ Review the Hand Washing job aid above the Hand Wash Sink.
 - ☐ Wash your hands. **Discuss** and **show** the new hire how to wash hands.
 - ☐ Have the New Hire wash their hands. Have them talk you through it.
 - ☐ **Discuss:** When you need to wash hands - Starting your shift or coming back from a break. After any cleaning activity, bathroom x2, touching hair/face/apron/clothes picking up something from floor. After cleaning, eating, drinking, smoking, touching cell phones and changing positions.
- ☐ **On-Boarding Training Courses to in Jenius for New Team Members**
 - ☐ Have new employee login into Jenius with their Badge number and jack123 (lower case). Then reset password using jack1234 (lower case). Please make sure you only use jack 1234 as the password. There are 3 security questions that Jenius will ask the new hire. Once this is complete, the new employee will be ready to train on Jenius.
 - ☐ To take On-Boarding Courses, Login (Badge number and jack1234). Click on Training tab (Red) at top of page. Click on a course and start your training journey. The list below is the courses that must be completed by all New Team Members. When you finish a course, have your manager sign-off the on the course. Then that course will show 100% completed in the training report.
 - ☐ 1. Jenius Training Policy Acknowledgment
 - ☐ 2. Jack in the Box Basics: Welcome to Jack in the Box (Franchise).
 - ☐ 3. Jack in the Box Basics: Cleaning Training
 - ☐ 4. Jack in the Box Basics: Food Safety Training (must be complete to work on the floor).
 - ☐ 5. Covid-19 Training
 - ☐ 6. Harassment Prevention (1hour for TM's and 2 hours for TL's)
 - ☐ 7. Add Position training (ex: Fryer Workstation Training) that the new hire will start first.
 - ☐ **Guest Service Agreement**
 - ☐ Discuss and Review our commitment to Guest Service. Use our agreement document to explain expectations. Sign document.
 - ☐ **PCI (Payment Card Industry (PCI))**
 - ☐ Discuss and Review the form. Use the PCI document to explain expectations.
 - ☐ Finalize - Delete first line on old form
 - ☐ 1. In Jenius, go to the end of Food Safety , once completed, print certification.
 - ☐ 2. Sign Guest Service Agreement. Place in office file.
 - ☐ 3. Sign PCI document. Place in office file.
 - ☐ 4. Sign On-Boarding sheet (Manager and New Hire).

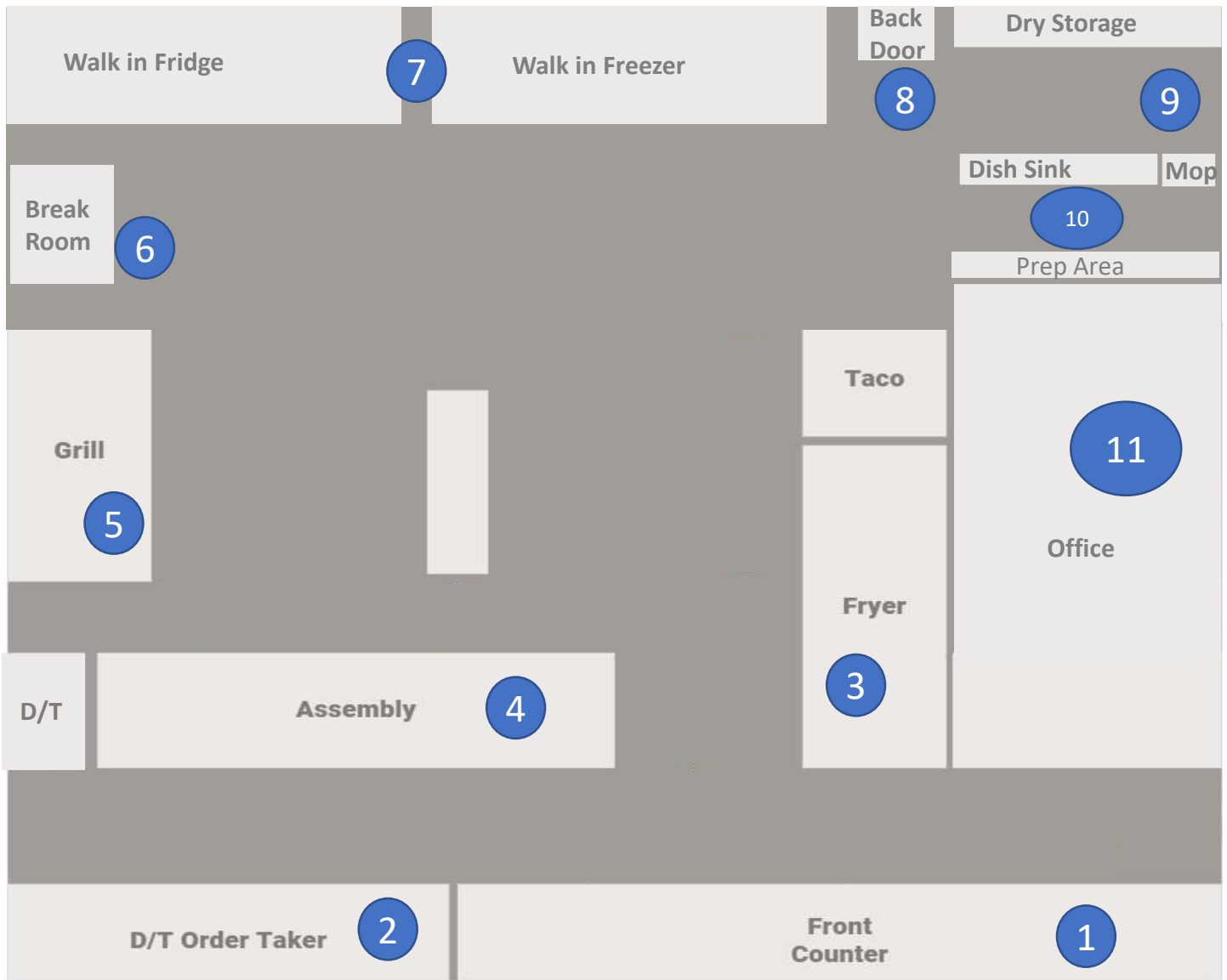
MANAGER

Signature/ Firma

TEAM MEMBER

Signature/ Firma

THE TOUR



Tour the restaurant

Introduce the team and each position.

- ☐ **Schedule:**
 - ☐ Location of Schedule, Time Off Request, Sick, Arriving late, No Call/No Show.
- ☐ **Right to Know Station:**
 - ☐ Code of Safe Practices, Emergency Action Plan, SDS book, Policy Against Harassment, Don't Work if Sick, Emergency Evacuation, Robbery Deterrence, Ethics Hotline, Employee safety Awareness.
- ☐ **Safety and Security:**
 - ☐ Show locations and review procedures of First Aid Kit (Blue Band-aids) and Bodily Fluid Kit
 - ☐ Fire Extinguishers 1. Silver (Grease-Grill / Fryer) 2. Red (for all other fires).
 - ☐ Talk about Back Door Security - Open only for deliveries and to take out trash.
 - ☐ No one should be allowed behind counter without ID.
- ☐ **Cash Handling:**
 - ☐ Employee Meals, Cash Drawer Over/Short (garnishment), Voids, Delete's and Cash Drop Box.