# Brew Beans Café - New Employee Onboarding Checklist

## 1. Pre-Joining Tasks

* ☐ Offer letter acceptance
* ☐ Submission of required documents (ID proof, address proof, bank details, etc.)
* ☐ Background verification (if applicable)
* ☐ Confirmation of joining date
* ☐ Sharing of employee handbook and policies

## 2. First-Day Essentials

* ☐ Welcome and introduction to team
* ☐ Issuance of uniform (if applicable)
* ☐ Tour of the café and facilities
* ☐ Assignment of locker/storage (if applicable)
* ☐ Setup of attendance and payroll system

## 3. Orientation Activities

* ☐ Company mission, vision, and values overview
* ☐ Introduction to café menu and services
* ☐ Explanation of roles and responsibilities
* ☐ Overview of customer service standards
* ☐ Walkthrough of safety and hygiene protocols

## 4. Policy Acknowledgments

* ☐ Acknowledged: Code of Conduct
* ☐ Acknowledged: Workplace Ethics & Anti-Harassment Policy
* ☐ Acknowledged: Confidentiality & Non-Disclosure Policy
* ☐ Acknowledged: Leave and Attendance Policy
* ☐ Acknowledged: Termination Policy

## 5. Initial Training Milestones

* ☐ Completed: Coffee brewing and equipment handling
* ☐ Completed: Food preparation and hygiene standards
* ☐ Completed: POS and billing system usage
* ☐ Completed: Customer interaction and service etiquette
* ☐ Completed: Sustainability practices and waste management