



HEY, HAAS!

FREE TRAINING TEMPLATE

Boba Shop Training Checklist

A complete training path for new boba shop employees — from first shift to running the line during a rush.

14 Training
Steps

New Hire
Onboarding

Trainer Sign-Off
Required

PHASE 1 — ORIENTATION



01 Shop and station orientation

Tour of stations, cold and dry storage, hand-wash sinks, and where everything lives. The new hire leaves Day 1 knowing the layout, their trainer's name, and what the first two weeks will cover.

TRAINER-LED



02 Food safety and hygiene basics

Glove use, hand washing, hair restraint, and basic food handler requirements. Done means demonstrated at the station, not acknowledged on paper.

SAFETY

CORE SKILLS

LIVE PRACTICE

**13 Reverse shadow — running the line**

TRAINER-LED

The roles flip: the new hire runs the line through a real rush while the trainer watches and scores. Quality at pace is the test — not quality during a quiet hour.

CERTIFICATION & SIGN-OFF

**14 Trainer sign-off and solo clearance**

MILESTONE

The trainer confirms every item was demonstrated, dated, and recorded. No sign-off, no solo shift.

TRAINEE NAME

TRAINER NAME

TRAINER SIGNATURE

DATE CLEARED

Print clearly

Print clearly

Sign only when all items
complete

MM / DD / YYYY

Train smarter with Hey, Haas!

Turn this checklist into a live digital training path. Track progress, get trainer sign-offs, and onboard your team faster — all from your phone.

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