



HEY, HAAS!

FREE TRAINING TEMPLATE

Coffee Shop New Hire Training Checklist

The full training path for a new café hire — register first, then espresso, then the bar, then a real rush.

13 Training Steps

New Hire Onboarding

Trainer Sign-Off Required

PHASE 1 — ORIENTATION



01 Shop orientation and the training path

TRAINER-LED

Tour of the bar, register, prep area, and storage. The new hire leaves Day 1 knowing the layout, their trainer's name, and the path from register to solo bar.



02 Food safety and hygiene basics

SAFETY

Hand washing, glove use where required, and basic food handler standards — demonstrated, not just acknowledged.

CORE SKILLS

LIVE PRACTICE

**12 Reverse shadow — the solo-readiness rush**

TRAINER-LED

The new hire runs a real 20-minute rush while the trainer watches and scores. Consistent drinks at pace is the bar for solo clearance — literally.

CERTIFICATION & SIGN-OFF

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

MILESTONE

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

TRAINEE NAME

TRAINER NAME

TRAINER SIGNATURE

DATE CLEARED

Print clearly

Print clearly

Sign only when all items
complete

MM / DD / YYYY

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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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