



HEY, HAAS!

FREE TRAINING TEMPLATE

Restaurant Allergen Training Checklist

Everything a team member needs to know and demonstrate before handling allergen requests independently.

5 Milestones

Allergen Safety

Demonstrate to Sign Off

SAFETY MILESTONES — DEMONSTRATE BEFORE SIGN-OFF

- ☐ **01 Identify all major allergens on the menu** **SAFETY**
Trainer walks through every menu item and identifies which major allergens are present. Trainee must be able to name the allergens in any dish without referring to notes before sign-off.

- ☐ **02 Understand cross-contact vs. cross-contamination** **SKILLS**
Cover the difference between cross-contact (allergen protein transfer) and cross-contamination (pathogen transfer). A team member who treats them the same way will use the wrong protocol.

- ☐ **03 Guest allergen declaration protocol** **SAFETY**
Walk through the full protocol when a guest declares an allergy: stop taking the order, confirm the allergy, check every ingredient in the requested dish, inform the kitchen, and confirm with the guest before the dish leaves.

- ☐ **04 Equipment and surface cleaning for allergen requests** **SAFETY**
Cover which surfaces must be cleaned, which equipment must be changed or washed, and in what order, before preparing a dish for an allergen request. Trainee demonstrates on actual equipment.

- ☐ **05 What to do when you're not sure** **MILESTONE**
Train the correct response for uncertainty: stop, ask a senior team member, do not guess. A team member who guesses on an allergen request is a liability. The correct answer is always 'I'm not sure, let me find out.'

+ 2 more items — unlock the full path in Hey, Haas!

This free template shows the core steps. The complete checklist, trainer scorecards, and live sign-off tracking are built into the Hey, Haas! app. [Start free at heyhaas.com](https://heyhaas.com) →

TRAINEE NAME

TRAINER NAME

TRAINER SIGNATURE

DATE CLEARED

Print clearly

Print clearly

Sign only when all items complete

MM / DD / YYYY