



HEY, HAAS!

FREE TRAINING TEMPLATE

Restaurant Trainer Sign-off Sheet

A structured sign-off record for every training milestone — so clearance is documented, not assumed.

6
Milestones

Training
Record

Trainer Signature
Required

TRAINING MILESTONES — SIGN EACH ON COMPLETION

☐

01 Orientation & venue walkthrough

Trainer confirms the new hire has completed a full venue orientation: layout, emergency procedures, team introductions, and shift expectations. Trainer name and date recorded.

MILESTONE

☐

02 Food safety & allergen briefing

Trainer confirms the new hire has been walked through food safety protocol and allergen handling, and has demonstrated correct handwashing technique. Signed before any floor work.

MILESTONE

☐

03 POS & systems training

Trainer confirms the new hire can place orders, process payments, handle modifications, and complete a basic transaction without assistance.

MILESTONE

☐

04 Role skills session 1 sign-off

Trainer confirms the first practical skills session is complete and the trainee demonstrated all core techniques to standard. Scorecard completed and attached.

MILESTONE

☐

05 Role skills session 2 sign-off

Trainer confirms the second practical skills session is complete. All techniques from both sessions are at standard before the shadow shift is scheduled.

MILESTONE

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06 Shadow shift sign-off

Trainer confirms the shadow shift is complete. Notes any gaps identified during the verbal knowledge check and what was agreed as the next step.

MILESTONE

+ 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