

Server Training Checklist

Employee Name: _____

Task	Completed	Completion Date	Notes
Onboarding Tasks			
Review the employee handbook			
Review the training manual			
Review health and safety procedures and guidelines, including kitchen safety, medical emergencies, allergies, and sanitization			
Review the dress code policy			
Review the job description, duties, and responsibilities			
Service Skills, Menu Knowledge, and Technology			
Menu abbreviations test			
Menu descriptions test			
Alcohol beverage test			
Liquor abbreviations test			
Responsible alcohol service policy test			
Table numbers test			
Familiarize yourself with menu specials			
Learn initial guest greeting			
Learn how to take an order and offer recommendations			
Learn upselling and suggestive selling techniques			
Familiarize yourself with the POS system, payment processing system, and other technology			

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Service Skills, Menu Knowledge, and Technology			
Remember to ask guests about dietary restrictions and considerations			
Ability to assemble an order and run/delivery an order			
Ability to independently carry out service during the meal (i.e. checking in with guests, refilling drinks, etc.)			
Ability to deliver the check and close the check in a timely manner			
Ability to process payments			