The Team Member Handbook - Training Checklist

Approximate time to complete: 1 Hour

Note to Trainer: Have the Handbook and store specific policies printed in advance. Keep a copy of these in your store at all times.

The Introduction

The Team Member Handbook Training Module is focused on Toppers Pizza's policies and procedures, both companywide and store-specific. At the end of this training the trainee will be asked to sign that they understand and will adhere to all policies so please make sure they fully understand all policies and procedures.

Part 1: The Team Member Handbook

- ☐ Give the Trainee a copy of the Team Member Handbook
- ☐ All policies and procedures in the Team Member Handbook apply to all stores, both corporate and franchise.
- ☐ Go through each section of the Team Member Handbook in detail.
    - o Ask the new Team Member if they have questions as you go through the handbook.
    - o Answer any questions the new Team Member asks as they arise.
- ☐ When each section of the Handbook has been explained in detail, have the Trainee sign and date a printed version of the Team Member Handbook Signature Form, acknowledging that they will comply with all company policies. (This is on ToppersU in the Handbook Module)
- ☐ Place the signed and dated Team Member Signature Form in the Team Member's personnel file.
- ☐ Upon completion of the test, the dedicated Trainer may begin training the Trainee on Part 2 of this Training Checklist, which begins on the following page.

Part 2: Store Specific Policies and Procedures

- ☐ Each company may have written policies and procedures specific to their store, company, or state, which may not have been covered in the Team Member Handbook.
- ☐ Cover and explain each store, company or state-specific policy and procedure in detail.
    - o Give the new Team Member a copy of the store specific policies and procedures to keep and/or explain that a copy is kept in your store and can be accessed at any time. Ask the new Team Member if they have questions as you go through the handbook.
    - o Answer any questions the new Team Member asks as they arise.