

## **Onboarding Training Checklist**

### **Role: Cook**

Below you will see a checklist of resources you need to read, watch, and review prior to your first day on our team. You will find these resources to view at: [www.urickconcessions.com/training.html](http://www.urickconcessions.com/training.html)

#### **Orientation Videos**

*\*These videos can also be located on the onboarding welcome page*

- √ Video One: Personnel and Pay
- √ Video Two: General Information, Dress Code and Training
- √ Video Three: Health Department
- √ Video Four: Customer Service
- √ Video Five: Security and Misc. Topics

#### **Training Videos**

- √ Video One: How to Clock In/Out for Work
- √ Video Two: How to Make Bleach Water
- √ Video Three: How to Wrap Sandwiches

#### **Policies & Guidelines**

You will find these resources to view at: [www.urickconcessions.com/training.html](http://www.urickconcessions.com/training.html)

- √ Alcohol Serving Guidelines (Cashiers)
- √ Attendance Policy
- √ Health Policy
- √ Drug and Alcohol Policy
- √ Harassment Policy
- √ Code of Conduct
- √ Company Values

#### **For Review**

- √ Familiarize yourself with our management team (located on the onboarding welcome page)
  - √ Familiarize yourself with the map of our locations on the Indiana State Fairgrounds (You will find these resources to view at: [www.urickconcessions.com/training.html](http://www.urickconcessions.com/training.html))