



Standard Operating Procedure (SOP)

Title: Kitchen – Training & Development
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New Employee Onboarding Procedures

1. **Orientation**
 - Provide new employees with an overview of the kitchen operations and SOPs.
 - Introduce new staff to the team and assign a mentor.
2. **Training**
 - Provide hands-on training for new employees in their specific roles.
 - Ensure new staff understand and follow all SOPs.

Ongoing Training and Skill Development

1. **Regular Training**
 - Conduct regular training sessions to update skills and knowledge.
 - Encourage staff to participate in external training opportunities.
2. **Skill Assessment**
 - Regularly assess staff skills and provide feedback for improvement.

Performance Evaluation and Feedback

1. **Evaluation**
 - Conduct regular performance evaluations for all kitchen staff.
 - Provide constructive feedback and set goals for improvement.
2. **Recognition**
 - Recognize and reward outstanding performance.

Health and Safety Training

1. **Regular Training**
 - Conduct regular health and safety training sessions.
 - Ensure all staff are familiar with health and safety protocols.
2. **Certification**
 - Ensure staff have required health and safety certifications.