

# ORIENTATION SCHEDULE

Orientation Date: \_\_\_\_\_

Venue: \_\_\_\_\_

Scheduled Time	Orientation Activities	Assigned Person	Remarks
[INSERT TIME RANGE]	Introduction and Dissemination of General Information	[INSERT NAME OF RESTAURANT STAFF]	
[INSERT TIME RANGE]	Briefing on the Restaurant Work Policies	[INSERT NAME OF RESTAURANT STAFF]	
[INSERT TIME RANGE]	Presentation on the Proper Restaurant Uniform and Attire	[INSERT NAME OF RESTAURANT STAFF]	
[INSERT TIME RANGE]	[INSERT NAME OF ORIENTATION ACTIVITY]	[INSERT NAME OF RESTAURANT STAFF]	

Prepared By: \_\_\_\_\_

Noted By: \_\_\_\_\_