



Nutrition and Food Services (NFS) Staff Orientation Checklist

Employee Name: _____

Facility: _____

Position: _____

Orientation Date: _____

Employee ID #: _____

NFS Lead Signature: _____

Employee Signature: _____

Please assign a date under "Booked Date" if it not covered yet and booked for a later date. Check off "Completed", once it is done.

Checklist	Booked Date	Completed
Employee Onboarding		
<input type="checkbox"/> For bilingual positions, email French Language Services (FLS) to book an assessment for bilingual sites: FLS Approved Assessors		N/A <input type="checkbox"/>
<input type="checkbox"/> New Employee Onboarding Checklist		<input type="checkbox"/>
<input type="checkbox"/> New Employee Onboarding Policies & Information Sheets Checklists and Sign-off		<input type="checkbox"/>
<input type="checkbox"/> Security Checks: Follow-up when staff turns 18 (only applicable if hired under 18)		<input type="checkbox"/>
<input type="checkbox"/> Important Contact Numbers (NFS Lead/ Site Supervisor/ Site Coordinator /Kitchen)		<input type="checkbox"/>
<input type="checkbox"/> Shift Schedule and Routine (Site Specific)		<input type="checkbox"/>
<input type="checkbox"/> Facility Tour/ Assigned Department Mail Box & Locker/ Employee Entrance Door Code		<input type="checkbox"/>
Forms to Request Access		
<input type="checkbox"/> Learning Management System (LMS) <i>Note: Employee to create account through HPS</i>		<input type="checkbox"/>
<input type="checkbox"/> Account Authentication Questions and Answers <i>Note: Employee to fill out the form and email to Service Desk</i>		<input type="checkbox"/>

Checklist	Booked Date	Completed
New Employee Information		
<input type="checkbox"/> New Employee Information – Nutrition and Food Services (NFS)		<input type="checkbox"/>
Nutrition and Food Services Specific Training and Education		
<input type="checkbox"/> Job Training Days (Training/Buddy Checklist provided)		<input type="checkbox"/>
<input type="checkbox"/> Customer Service (<i>Coming Soon</i>)		<input type="checkbox"/>
<input type="checkbox"/> Diet Compendium – Therapeutic Diets (<i>Presentation Coming Soon</i>)		<input type="checkbox"/>
<input type="checkbox"/> Diet Orders - Diet Changes Virtual		<input type="checkbox"/>
<input type="checkbox"/> Food Handlers Course: www.foodsafetytraining.ca or Work Safety Training SafeCheck® Canada (safecheck1.com)		<input type="checkbox"/>
<input type="checkbox"/> Infection Control (<i>Coming Soon</i>)		<input type="checkbox"/>
<input type="checkbox"/> Kitchen Safety Virtual		<input type="checkbox"/>
<input type="checkbox"/> Modified Textures and Thickened Liquids Virtual		<input type="checkbox"/>
<input type="checkbox"/> Portion Control Virtual		<input type="checkbox"/>
Nutrition and Food Services Specific Resources		
<input type="checkbox"/> Diet Compendium		<input type="checkbox"/>
<input type="checkbox"/> Dysphagia Resources		<input type="checkbox"/>
<input type="checkbox"/> Nutrition and Food Services Policies & Forms		<input type="checkbox"/>
<input type="checkbox"/> Regional Portion Guidelines		<input type="checkbox"/>
<input type="checkbox"/> Safe Work Procedures Safe Work Procedure Training Sign-in Sheet		<input type="checkbox"/>
<input type="checkbox"/> Service Guideline: Meal Tray Setting Guidelines (<i>Only for facilities that do not use insulated meal trays</i>) Table Setting Guide (Site Specific)		<input type="checkbox"/> <input type="checkbox"/>

Additional Comments:

Completed checklist is placed in employee personnel file.