

## Employee Manual Test

1. How many days is your probationary period when you first start the job?
2. Who pays for your Food Handler's Card?
3. Finish the saying. If you got time to \_\_\_\_\_, you got time to \_\_\_\_\_.
4. Where do you leave your issues / problems when you come to work?
  - A. In the walk-in freezer
  - B. At the door
  - C. Dry storage
  - D. The attic
5. What are our hours of operation during the week?
6. Upon being hired, what items will be given to you for a uniform?
7. Please describe the proper uniform that you must arrive in for work.
8. Why can't you show up to work in dirty clothes?
9. What kind of nose jewelry is acceptable?
10. Can you grow a really long beard for work?
11. Can you have your nails done at work? If so, are all colors and nails allowed?
12. Please describe our tattoo policy at work.
13. Can you wear your hair down at work? If so, what are the exceptions?
14. How many coaching forms could lead to a potential dismissal?
15. Can you wear gages in your ear?
16. What should you do if you know that you are running late to work?

17. What should you do if you have an emergency and cannot come into your shift?
18. What should you do if you are sick and cannot come into your shift?
19. When requesting time off, how many weeks notice do you need to give to your General Manager?
20. Is a request-off request guaranteed time-off?
21. Can you call-in to your shift because you have too much homework?
22. When are you allowed to use your cell phone during work?
23. Name a few instances where you would be dismissed / terminated immediately
24. What is your discount as an employee?
25. In what scenario would management assume is an employee's resignation?
  - A. No call / no show with ill intent
  - B. Calling in sick to work with a cover
  - C. Switching shifts with someone without management approval
26. Can you send food up and pay for it after your shift ends?
27. Who receives your family discount? What percentage do they receive? What 2 stipulations are there?
28. Do you receive free drinks while working? How about on your day off?
29. What days do we get paid? What would be a reason that we would get paid before these dates?
30. What do you do if you need a replacement apron, visor, or name tag?
31. Who is responsible for finding a cover for your shift?
  - A. Your General Manager
  - B. Your Shift Lead
  - C. You
  - D. Your Office Manager

