



New Hire/Site Checklist

Location: Chick-Fil-A. Fullerton

Manager: Charles

☐ Dress Code

Consumer uniform? Chick-Fil-A shirt, black pants, name tag, nonslip shoes, black socks.

Job coach uniform? CM uniform. No blue jeans.

Nonslip shoes? Mandatory

Piercings? No facial piercings, No jewelry with gems.

Tattoos? Must be covered.

☐ Grooming

Hair? Up in a ponytail or bun. Follow CM Dress Code

Nails? Short nails. Fingertip length. Clear nail polish.

Facial hair? Clean shave

☐ Work schedule

What days will the consumer be working? Mireya works Wednesday and Friday

What hours? 11-4pm

☐ Special instructions

Follow consumer cheat sheet. Help consumer with work. Tables must be clean always. It is a priority. Provide great customer service and smile (Coach needs to do the same!)

☐ Manager Requests

Make sure tables are clean. Bathrooms check every 30 minutes. Manager likes to see coach helping consumer.

Important details:

Coach needs to park in the parking lot that it's on the side of the restaurant. Mireya only has 10-minute break. She likes to order food sometimes, encourage her to eat something quick. Make sure she doesn't exceed her breaks.