

Tekala -

6-2:30 / 12:00

\$17 - \$20

Taberna ID: _____

Date of Hire: ____/____/____

Date of Re-Act: ____/____/____

☐ New Hire List (All Subject)

☐ Check Taberna Profile and Review

☐ Taberna Records and Status (New Hire)

☐ Updated Food Handler's License

☐ Presented

☐ Satisfied

Employee has by 15th of next month (1st of next month)

File and ID pulled (new one created/done in hire sight if old ones are gone)

Re-Act on hiring

Check for skill tests, exp. FHC, and review last new app, new resume if hired more than 1 year ago)

Complete 1st step to bring you with updated pay if necessary

Check pay before

Run new FHC if more than 1 year since last date

New orientation/place on time sheet if 2nd new hire