

Free sample restaurant business plan

Your restaurant employee handbook contains everything that an employee in your restaurant should know about your business and your company policies. Regardless of an employee's employment status, the employee must read, understand and comply with the handbook's guidelines. As proof, the employee signs an acknowledgment receipt upon receiving a copy of the handbook.

However, affixing a signature on the acknowledgment receipt does not necessarily mean the restaurant employee handbook is a binding contract between the company and the employee. It simply defines the company's policies as well as other policies that company implements in accordance with the State labor laws.

If you include a disclaimer that the restaurant employee handbook is not a contract and pair it with an acknowledgment receipt signed by an employee, then you will have taken the first step towards protecting your business from future litigation.

An acknowledgment receipt and a disclaimer in your restaurant employee handbook also contribute to managing at-will employees. Your business policies on at-will employment should be included in your handbook and discussed at length during the orientation of new employees. During the orientation, your manager or human resource supervisor addresses all the concerns of new employees. Afterwards, the employees should sign the acknowledgment receipt.

If you encounter an employee who refuses to sign the acknowledgment receipt, then you immediately schedule a one-on-one meeting with the employee. Discuss his or her concerns, clarify the reason for the acknowledgment receipt, and offer your time for another meeting when necessary. This course of action is important because it elevates your restaurant employee handbook to an instrument of communication between employees and the management.

For ideas on how to draft a clear and concise acknowledgment receipt and disclaimer, you can search online for restaurant forms and samples of a restaurant employee handbook. The Internet has a vast collection of websites that offer free templates of business documents. Simply type in the words "free restaurant forms" or "employee handbook samples" and you will see a list of pages where you can download free templates to use in your restaurant business.

Once you have downloaded a template, you can edit the text and design to fit your purpose. Each file is stored in Word format or txt format. Use software to design your restaurant logo and to enhance photos of your menu selections. Enhancing the appearance of your restaurant employee handbook is as beneficial and valuable as consulting a lawyer regarding your company policies.