Restaurant Staff Training Plan – 30-Day Template (Free PDF)

Free resource by dera.pk — no fees. Print it, add your restaurant name and use it with your team. Restaurant: _____ Trainer: _____

Why You Need a Restaurant Staff Training Plan

Without a written plan, training depends on whoever is free that day. One senior waiter teaches one way, another teaches something else, and the new hire gets confused. A written restaurant staff training plan fixes this by putting the same topics, in the same order, in front of every new person.

- New staff become productive in weeks, not months.
- Service quality stays the same in every shift and branch.
- You are better prepared for Punjab Food Authority (PFA) or Sindh Food Authority inspections.
- Good staff stay longer because they see a clear path to grow.
- Owners can measure progress instead of guessing.

If you want the full rulebook behind this plan, download our free Urdu مفت اسٹاف ٹریننگ مینوئل (PDF). The manual explains the rules; this plan tells you what to teach on which day.

How the 30-Day Plan Works | پلان کیسے کام کرتا ہے

Each day has one main topic and a short practical task. Sessions take 20 to 30 minutes, ideally before the lunch rush (around 11 am) or before dinner service (around 5 pm). The trainee then practises the topic during the shift with a senior 'buddy'.

1. Pick one trainer per department: service, kitchen and cash counter.
2. Print the free PDF and stick the current week on the staff notice board.
3. Run the daily topic for 20–30 minutes before the shift.

4. Let the trainee practise the same topic during service with a buddy.
5. Mark the day complete only when the trainer has seen the skill done correctly.
6. Hold a 10-minute quiz every Saturday and record the score.

Week 1 (Days 1–7): Basics, Grooming and Hygiene

- **Day 1:** Restaurant introduction, timings, uniform, attendance rules and emergency exits.
- **Day 2:** Grooming: clean nails, hair, uniform, and a polite greeting (Assalam-o-Alaikum, welcome to…).
- **Day 3:** Hand washing (20 seconds), hair nets, gloves and why sick staff must not handle food.
- **Day 4:** Menu study part 1: starters and main dishes, ingredients, spice level, cooking time.
- **Day 5:** Menu study part 2: drinks, desserts, deals and common allergens.
- **Day 6:** Table setting, glassware and crockery handling.
- **Day 7:** Week 1 quiz and practical check.

For hygiene detail, see our کچن ہائیجین اور فوڈ سیفٹی ٹریننگ guide; for table setup, our existing ویٹرز کی 7 روزہ ٹریننگ گائیڈ is a useful companion.

Week 2 (Days 8–14): Guest Service and Order Taking

- **Day 8:** Welcoming guests within 30 seconds and seating families correctly.
- **Day 9:** Presenting the menu and explaining the specials.
- **Day 10:** Taking orders, repeating them back and writing clear KOTs (kitchen order tickets).
- **Day 11:** Serving food and drinks: the correct side, the correct order, hot food hot.
- **Day 12:** Clearing plates without disturbing guests.
- **Day 13:** Presenting the bill, cash and card payments, and saying goodbye.
- **Day 14:** Full mock service for two tables plus a quiz.

Week 2 follows the same order as our ویٹر سروس کے 10 مراحل guide, so trainees can read that article on their phones after each session.

Week 3 (Days 15–21): Speed, Teamwork and Upselling

- **Day 15:** Handling rush hours: sections, priorities and communication with the kitchen.
- **Day 16:** Teamwork between floor and kitchen: calling orders, avoiding blame.
- **Day 17:** Suggestive selling: drinks, desserts and deals without being pushy.
- **Day 18:** Handling complaints: listen, apologise, solve, inform the manager.
- **Day 19:** Load-shedding and generator routine, safe use of gas and fryers.
- **Day 20:** Takeaway and delivery orders: packing, sealing and rider handover.
- **Day 21:** Week 3 quiz and a timed service drill.

For selling tips read ویٹرز کے لیے Upselling طریقے 5 کے. Upselling in this restaurant staff training plan should always feel like helpful advice, never pressure.

Week 4 (Days 22–30): Opening, Closing and Final Review

- **Day 22:** Opening checklist: lights, AC, washrooms, tables, POS and float cash.
- **Day 23:** Closing checklist: gas valves, fridges, cleaning, cash count and lock-up.
- **Day 24:** Cleaning schedule and correct use of chemicals.
- **Day 25:** Stock basics: FIFO, labelling and reporting shortages.
- **Day 26:** Customer feedback and reviews: how to ask politely.
- **Day 27–28:** Shadow a full shift as the lead person with the trainer watching.
- **Day 29:** Final written and practical test.
- **Day 30:** One-to-one review, feedback and next goals.

You can download the matching forms in our free اوپننگ اور کلوزنگ چیک لسٹ پیک.

Training Plan Checklist for Owners and Managers

- ☐ One trainer named for each department
- ☐ PDF printed and the current week displayed
- ☐ Daily 20–30 minute session held before the shift
- ☐ Buddy assigned to every new hire
- ☐ Saturday quiz completed and scored
- ☐ Day 30 review done and written feedback given
- ☐ Refresher planned after 3 months

A plan is only useful if it is followed. Put one person in charge of this checklist and review it every Monday.

Common Mistakes to Avoid

- Trying to teach everything in the first two days.
- Training only in English when most staff understand Urdu better. Use both.
- Skipping practice and relying only on talking.
- Not paying attention to kitchen and cashier staff, who need training as much as waiters.
- Forgetting refresher sessions for older staff when the menu changes.

Remember that food handlers in Punjab also need official PFA training. Our PFA فوڈ سیفٹی ٹریننگ گائیڈ explains the steps, fees and certificate validity.

Trainee Record Sheet

Day	Topic	Date	Trainer sign	Trainee sign	Remarks
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Weekly Quiz Scores

Name	Week 1	Week 2	Week 3	Final test	Result

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