



Simple Employee Retention Checklist for New Restaurants

Use this checklist to quickly see how your restaurant is doing in keeping employees.

1. Clear Job Descriptions

- ☐ Do your employees know exactly what's expected of them?

2. Good Hiring Process

- ☐ Do you hire people who fit your culture and have the right skills?

3. Effective Onboarding

- ☐ Do new hires get proper training and support in their first weeks?

4. Fair Pay & Benefits

- ☐ Are your wages and benefits competitive and fair for your area?

5. Work Schedule Flexibility

- ☐ Can employees get shifts that work with their lives?

6. Regular Feedback

- ☐ Do you meet with employees often to talk about their work and goals?

7. Recognition & Rewards

- ☐ Do you regularly thank or reward employees for good work?

8. Safe & Friendly Work Environment

- ☐ Is your workplace positive, respectful, and safe?

9. Growth Opportunities

- ☐ Can employees learn new skills and move up in your restaurant?

10. Exit Feedback

- ☐ Do you ask why employees leave and use that information to improve?

Tip: If you answered “No” or “Not sure” to any items, focus there first. Small changes in these areas can help you keep employees longer and reduce turnover costs.