

Your first day at work



Unilever
Food
Solutions

Checklist:

Your first day is your chance to show value: stay adaptable, respect the kitchen's flow, and bring professionalism. Start strong with the Positive Kitchens First Day Checklist—share it with new team members!

Arrive early

- ☐ Arrive 15-20 minutes before your shift to settle in.
- ☐ Allow extra time to get changed and familiarise yourself with the setup.
- ☐ Show your commitment and professionalism from the start.

Set up your station

- ☐ Confirm with your employer in advance what tools you'll need.
- ☐ Bring your own knives and basic tools if needed.
- ☐ Ensure your station is clean and organised, demonstrating discipline.
- ☐ Have sharpened knives and proper attire (chef's whites, aprons, non-slip shoes) ready.

Meet the team

- ☐ Introduce yourself to everyone in the kitchen to build rapport.
- ☐ Collaborate, communicate, and build trust early on.
- ☐ Be proactive and help wherever possible during the shift.

Get to know the menu

- ☐ Study the menu and presentation styles before your first day.
- ☐ Familiarise yourself with ingredients, cooking techniques, and temperatures.

Follow the original recipes

- ☐ Stick to provided recipes for consistency during your early days.
- ☐ Build trust before introducing any creative changes.
- ☐ Explore Future Menu Trends for inspiration when you're ready.

Ask questions and be curious

- ☐ Ask questions about recipes, procedures, and service routines.
- ☐ Learn quickly by being open to guidance from team members.

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Showcase your skills

- ☐ Complete assigned tasks confidently without overshadowing others.
- ☐ Work diligently, follow instructions, and ask for feedback as needed.
- ☐ In open kitchens, maintain professionalism in front of customers.

Keep calm

- ☐ Stay composed in the face of new team dynamics and tasks.
- ☐ Take a step back if you feel pressured, then resume with focus.
- ☐ Demonstrate control and resilience in stressful situations.

End the day on a positive note

- ☐ Thank the team for their support at the end of your shift.
- ☐ Show appreciation and contribute to a positive work environment.

Reflect on the day

- ☐ Review what went well and what could improve.
- ☐ Take notes on new recipes, tools, and kitchen dynamics.
- ☐ Prepare for the days ahead by building on your reflections.

Notes
