



Training Certificate

This is to certify that

Maria Hately

.....

.....

successfully completed the following course

Manual Handling

.....

.....

On

12/12/2010

.....

Signed on behalf of The Courthouse Public House

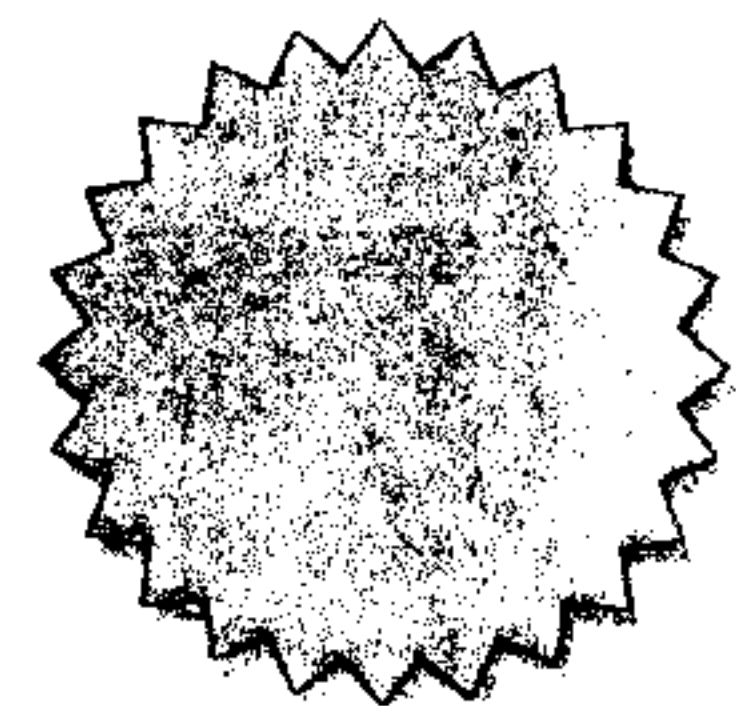
Date

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12.12.10

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STAFF INDUCTION & JOB TRAINING CHECKLIST

Name: Maria Hately
 Age: _____ Start date: JUNE 08 Training completed: 3/8/10

Induction					
Explain	Date	Comments	Explain	Date	Comments
Hours of work	3/8/10		Absenteeism	3/8/10	
Rate of Pay	3/8/10		Contract of Employment	3/8/10	
Notice periods	3/8/10		Notification of sickness	3/8/10	
Method & timing of pay	3/8/10		Time keeping & recording	3/8/10	
Arranging holidays	3/8/10		Transport & parking	3/8/10	
Cloakroom & toilets	3/8/10		Introduction to team	3/8/10	
Introduction to senior staff	3/8/10		Entrances & exits	3/8/10	
Key standards.	3/8/10		House rules.		

Health & Safety					
Explain	Date	Comments	Explain	Date	Comments
Health & Safety policy	3/8/10		First aid provisions	3/8/10	
Fire alarm system	3/8/10		Accident reporting	3/8/10	
Means of escape.	3/8/10		Lifting & handling	3/8/10	
Responsibility in the event of fire	3/8/10		Personal hygiene	3/8/10	
Assembly point	3/8/10		Protective clothing.	3/8/10	
Location of extinguishers	3/8/10		Safe systems of work	3/8/10	
Safe use of extinguishers	3/8/10		COSHH		
Food Hygiene training	3/8/10		Electricity at work	3/8/10	

JOB TRAINING - BAR STAFF					
Task	Date	Comments	Task	Date	Comments
Retail Standards			Glasses, types & uses	3/8/10	
Setting up the bar	3/8/10		Measures	3/8/10	
Draught beers, lager & cider	3/8/10		Heating	3/8/10	
Bottled products	3/8/10		Lighting	3/8/10	
Spirits	3/8/10		Music levels	3/8/10	
Snacks	3/8/10		Using the till	3/8/10	
Dispense of keg beer & lager	3/8/10		Cash handling	3/8/10	
Dispense of cask ale	3/8/10		Accepting & cashing cheques	N/A	
Fault finding	3/8/10		Credit & Debit cards	N/A	
Dispense of bottled beer & lager	3/8/10		Tricks of the customer	3/8/10	
Service of spirits	3/8/10		Glass wash machine	3/8/10	
Service of wines	3/8/10		Bar cleaning rota & equipment	3/8/10	
Service of soft drinks	3/8/10		Food ordering	3/8/10	
Sale of cigarettes & tobacco	3/8/10		Food service	3/8/10	
Stock Rotation	3/8/10		Merchandising	3/8/10	
Health & Safety	3/8/10		Appearance	3/8/10	
Hygiene	3/8/10				

Signed by
Trainee
Date

M. S. Mack
3/8/10

Signed by
Trainer
Date

[Signature]
3/8/10

JOB TRAINING - FOOD SERVICE STAFF					
Task	Date	Comments	Task	Date	Comments
Preparation			Use of till	3/8/10	
Tables	3/8/10		Food billing	3/8/10	
Menus	3/8/10		Chalkboards & displays	3/8/10	
Cutlery	3/8/10		Heating	3/8/10	
Condiments & Accompaniments	3/8/10		Lighting	3/8/10	
Back of house - plates etc.	3/8/10		Music levels	3/8/10	
Appearance	3/8/10		Cash handling	3/8/10	
Chalkboards etc	3/8/10		Policy on tipping	3/8/10	
Food order system	3/8/10		Accepting & cashing cheques	N/A	
Selling extras	3/8/10		Credit & Debit cards	N/A	
Food service system	3/8/10		Dealing with complaints	3/8/10	
Hygiene	3/8/10		Dish wash machine	3/8/10	
Service of food	3/8/10		Cleaning rota & equipment	3/8/10	
Serving accompaniments	3/8/10		Checking customer satisfaction	3/8/10	
Clearing tables	3/8/10				
Offering sweets etc.	3/8/10				
Service of coffee	3/8/10				


Signed by *M. S. Haker*
 Trainee
 Date 3/8/10

Signed by *[Signature]*
 Trainer
 Date 3/8/10

Legislation					
Explain	Date	Comments	Explain	Date	Comments
Hours open to the public	3/8/10		Misuse of Drugs	3/8/10	drugs awareness course
Hours permitted to sell alcohol	3/8/10		Food Safety Act	3/8/10	
Under Age drinking	3/8/10		Food Hygiene Regulations	3/8/10	
Individual responsibility	3/8/10		Health & Safety	3/8/10	
Weights & Measures	3/8/10				
Trades Descriptions	3/8/10				
"Passing off"	3/8/10				


Employment					
Explain	Date	Comments	Explain	Date	Comments
Disciplinary procedure	3/8/10		Grievance procedure	3/8/10	

I have received instruction and training as shown on this form.

Signed 
by employee -

Date - 3/8/10

Instruction and training has been given as indicated on this form.

Signed 
by employer -

Date - 3/8/10



Training Certificate

This is to certify that

Martin Bird

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.....

successfully completed the following course

Manual Handling

.....

.....

On

12/12/2010

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Signed on behalf of The Courthouse Public House

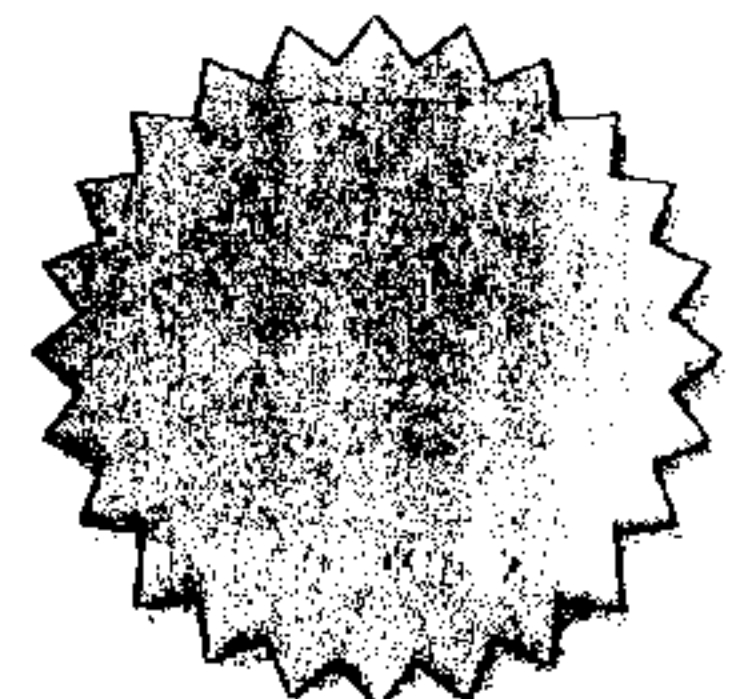
Date

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12.12.10

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STAFF INDUCTION & JOB TRAINING CHECKLIST

Name: Ukairun Bura
 Age: 26 Start date: Sept 10 Training completed:

Induction					
Explain	Date	Comments	Explain	Date	Comments
Hours of work	9/11/10		Absenteeism	9/11/10	
Rate of Pay	9/11/10		Contract of Employment		
Notice periods	9/11/10		Notification of sickness	9/11/10	
Method & timing of pay	9/11/10		Time keeping & recording	9/11/10	
Arranging holidays	9/11/10		Transport & parking	9/11/10	
Cloakroom & toilets	9/11/10		Introduction to team	9/11/10	
Introduction to senior staff	9/11/10		Entrances & exits	9/11/10	
Key standards.	9/11/10		House rules.	9/11/10	

Health & Safety					
Explain	Date	Comments	Explain	Date	Comments
Health & Safety policy	9/11/10		First aid provisions	9/11/10	
Fire alarm system	9/11/10		Accident reporting	9/11/10	
Means of escape.	9/11/10		Lifting & handling		
Responsibility in the event of fire	9/11/10		Personal hygiene	9/11/10	
Assembly point	9/11/10		Protective clothing.	9/11/10	
Location of extinguishers	9/11/10		Safe systems of work	9/11/10	
Safe use of extinguishers	9/11/10		COSHH	9/11/10	
Food Hygiene training			Electricity at work	9/11/10	

JOB TRAINING - BAR STAFF					
Task	Date	Comments	Task	Date	Comments
Retail Standards			Glasses, types & uses	9/11/10	
Setting up the bar	9/11/10		Measures	9/11/10	
Draught beers, lager & cider	9/11/10		Heating	9/11/10	
Bottled products	9/11/10		Lighting	9/11/10	
Spirits	9/11/10		Music levels	9/11/10	
Snacks	9/11/10		Using the till	9/11/10	
Dispense of keg beer & lager	9/11/10		Cash handling	9/11/10	
Dispense of cask ale	9/11/10		Accepting & cashing cheques	N/A	
Fault finding	9/11/10		Credit & Debit cards	N/A	
Dispense of bottled beer & lager	9/11/10		Tricks of the customer	9/11/10	
Service of spirits	9/11/10		Glass wash machine	9/11/10	
Service of wines	9/11/10		Bar cleaning rota & equipment	9/11/10	
Service of soft drinks	9/11/10		Food ordering	9/11/10	
Sale of cigarettes & tobacco	9/11/10		Food service	9/11/10	
Stock Rotation	9/11/10		Merchandising	9/11/10	
Health & Safety	9/11/10		Appearance	9/11/10	
Hygiene	9/11/10				

Signed by

Trainee

Date

9/11/10


Signed by


Trainer

Date

9/11/10

JOB TRAINING - FOOD SERVICE STAFF					
Task	Date	Comments	Task	Date	Comments
Preparation			Use of till	9/11/10	
Tables	9/11/10		Food billing	9/11/10	
Menus	9/11/10		Chalkboards & displays	9/11/10	
Cutlery	9/11/10		Heating	9/11/10	
Condiments & Accompaniments	9/11/10		Lighting	9/11/10	
Back of house - plates etc.	9/11/10		Music levels	9/11/10	
Appearance	9/11/10		Cash handling	9/11/10	
Chalkboards etc	9/11/10		Policy on tipping	9/11/10	
Food order system	9/11/10		Accepting & cashing cheques	N/A	
Selling extras	9/11/10		Credit & Debit cards	N/A	
Food service system	9/11/10		Dealing with complaints	9/11/10	
Hygiene	9/11/10		Dish wash machine	9/11/10	
Service of food	9/11/10		Cleaning rota & equipment	9/11/10	
Serving accompaniments	9/11/10		Checking customer satisfaction	9/11/10	
Clearing tables	9/11/10				
Offering sweets etc.	9/11/10				
Service of coffee	9/11/10				


Signed by 
 Trainee
 Date 9/11/10

Signed by 
 Trainer
 Date 9/11/10

Legislation					
Explain	Date	Comments	Explain	Date	Comments
Hours open to the public	9/11/10		Misuse of Drugs	9/11/10	
Hours permitted to sell alcohol	9/11/10		Food Safety Act		
Under Age drinking	9/11/10		Food Hygiene Regulations		
Individual responsibility	9/11/10		Health & Safety	9/11/10	
Weights & Measures	9/11/10				
Trades Descriptions	9/11/10				
"Passing off"	9/11/10				

Employment					
Explain	Date	Comments	Explain	Date	Comments
Disciplinary procedure	9/11/10		Grievance procedure	9/11/10	

I have received instruction and training as shown on this form.

Signed by employee - 

Date - 9/11/10

Instruction and training has been given as indicated on this form.

Signed by employer - 

Date - 9/11/10



Training Certificate

This is to certify that

Stephanie Mowforth

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.....

successfully completed the following course

Manual Handling

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On

12/12/2010

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Signed on behalf of The Courthouse Public House

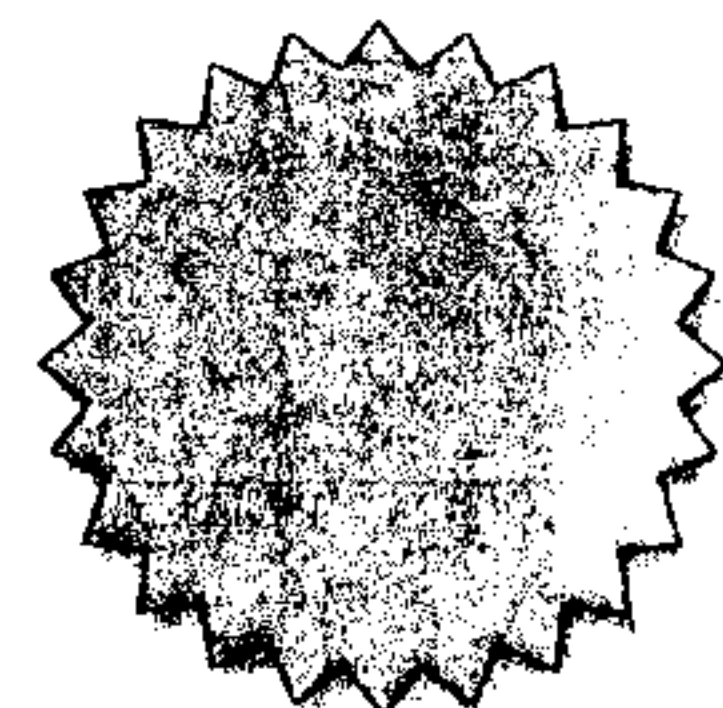
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D. S. D. D. D.

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12.12.10

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STAFF INDUCTION & JOB TRAINING CHECKLIST

Name: Steph Nowforth
 Age: _____ Start date: Oct 2008 Training completed: _____

Induction					
Explain	Date	Comments	Explain	Date	Comments
Hours of work	13/8/10	every other week or mths	Absenteeism	13/8/10	
Rate of Pay	13/8/10		Contract of Employment	13/8/10	
Notice periods	13/8/10		Notification of sickness	13/8/10	
Method & timing of pay		MISSING wage slips?	Time keeping & recording	13/8/10	
Arranging holidays	13/8/10		Transport & parking	13/8/10	
Cloakroom & toilets	13/8/10		Introduction to team	13/8/10	
Introduction to senior staff	13/8/10		Entrances & exits	13/8/10	
Key standards.	13/8/10		House rules.	13/8/10	

Health & Safety					
Explain	Date	Comments	Explain	Date	Comments
Health & Safety policy	13/8/10		First aid provisions	13/8/10	
Fire alarm system	13/8/10		Accident reporting	13/8/10	
Means of escape.	13/8/10		Lifting & handling	13/8/10	
Responsibility in the event of fire	13/8/10		Personal hygiene	13/8/10	
Assembly point	13/8/10		Protective clothing.	13/8/10	
Location of extinguishers	13/8/10		Safe systems of work	13/8/10	
Safe use of extinguishers	13/8/10		COSHH		
Food Hygiene training	13/8/10		Electricity at work	13/8/10	

JOB TRAINING - BAR STAFF					
Task	Date	Comments	Task	Date	Comments
Retail Standards			Glasses, types & uses	13/8/10	
Setting up the bar	13/8/10		Measures	13/8/10	
Draught beers, lager & cider	13/8/10		Heating	13/8/10	
Bottled products	13/8/10		Lighting	13/8/10	
Spirits	13/8/10		Music levels	13/8/10	
Snacks	13/8/10		Using the till	13/8/10	
Dispense of keg beer & lager	13/8/10		Cash handling	13/8/10	
Dispense of cask ale	13/8/10		Accepting & cashing cheques	N/A	
Fault finding	13/8/10		Credit & Debit cards	N/A	
Dispense of bottled beer & lager	13/8/10		Tricks of the customer	13/8/10	
Service of spirits	13/8/10		Glass wash machine	13/8/10	
Service of wines	13/8/10		Bar cleaning rota & equipment	13/8/10	
Service of soft drinks	13/8/10		Food ordering	13/8/10	
Sale of cigarettes & tobacco	13/8/10		Food service	13/8/10	
Stock Rotation	13/8/10		Merchandising	13/8/10	
Health & Safety	13/8/10		Appearance	13/8/10	
Hygiene	13/8/10				

Signed by
Trainee
Date

S/H

Signed by
Trainer
Date


[Signature]
13/8/10

JOB TRAINING - FOOD SERVICE STAFF					
Task	Date	Comments	Task	Date	Comments
Preparation			Use of till	13/8/10	
Tables	13/8/10		Food billing	13/8/10	food on table
Menus	13/8/10		Chalkboards & displays	13/8/10	
Cutlery	13/8/10		Heating	13/8/10	
Condiments & Accompaniments	13/8/10		Lighting	13/8/10	
Back of house - plates etc.	13/8/10		Music levels	13/8/10	
Appearance	13/8/10		Cash handling	13/8/10	
Chalkboards etc	13/8/10		Policy on tipping	13/8/10	
Food order system	13/8/10		Accepting & cashing cheques	N/A	
Selling extras	13/8/10		Credit & Debit cards	N/A	
Food service system	13/8/10		Dealing with complaints	13/8/10	
Hygiene	13/8/10		Dish wash machine	13/8/10	
Service of food	13/8/10		Cleaning rota & equipment	13/8/10	
Serving accompaniments	13/8/10		Checking customer satisfaction	13/8/10	
Clearing tables	13/8/10				
Offering sweets etc.	13/8/10				
Service of coffee	13/8/10				

Signed by
Trainee
Date




Signed by
Trainer
Date


13/8/10

Legislation					
Explain	Date	Comments	Explain	Date	Comments
Hours open to the public	13/8/10		Misuse of Drugs	13/8/10	
Hours permitted to sell alcohol	13/8/10		Food Safety Act	13/8/10	
Under Age drinking	13/8/10		Food Hygiene Regulations	13/8/10	
Individual responsibility	13/8/10		Health & Safety	13/8/10	
Weights & Measures	13/8/10				
Trades Descriptions	13/8/10				
"Passing off"	13/8/10				

Employment					
Explain	Date	Comments	Explain	Date	Comments
Disciplinary procedure	13/8/10		Grievance procedure	13/8/10	

I have received instruction and training as shown on this form.

Signed by employee - 

Date - 13-8-10

Instruction and training has been given as indicated on this form.

Signed by employer - 

Date - 13/8/10



Training Certificate

This is to certify that

Rebecca Fielding

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successfully completed the following course

Manual Handling

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On

12/12/2010

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Signed on behalf of The Courthouse Public House

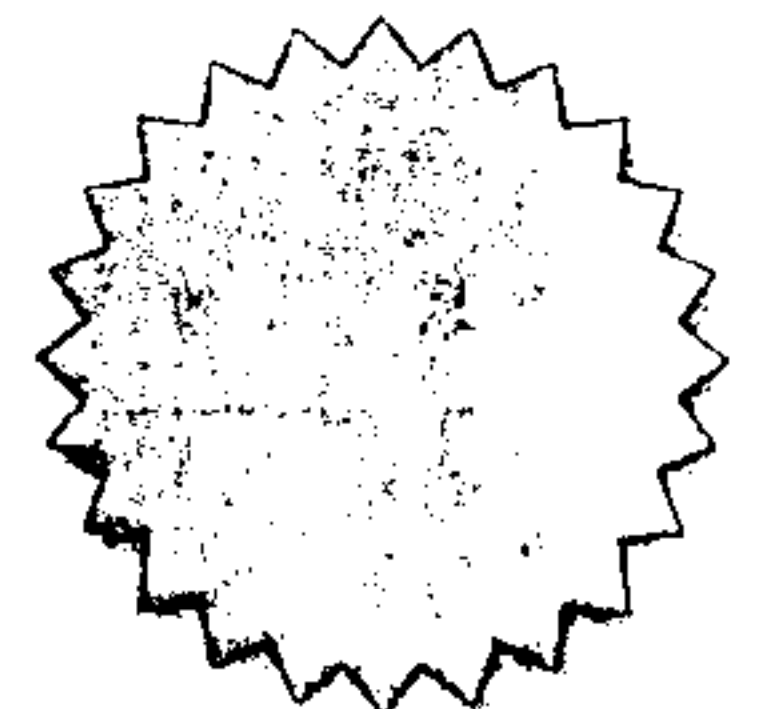
Date

Dh [Signature]

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12.12.10

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STAFF INDUCTION & JOB TRAINING CHECKLIST

Name: Sekka Nelongo
 Age: _____ Start date: 2006 Training completed: _____

Induction					
Explain	Date	Comments	Explain	Date	Comments
Hours of work	13/8/10		Absenteeism	13/8/10	
Rate of Pay	13/8/10		Contract of Employment	13/8/10	
Notice periods	13/8/10		Notification of sickness	13/8/10	
Method & timing of pay	13/8/10		Time keeping & recording	13/8/10	
Arranging holidays	13/8/10		Transport & parking	13/8/10	
Cloakroom & toilets	13/8/10		Introduction to team	13/8/10	
Introduction to senior staff	13/8/10		Entrances & exits	13/8/10	
Key standards.	13/8/10		House rules.	13/8/10	

Health & Safety					
Explain	Date	Comments	Explain	Date	Comments
Health & Safety policy	13/8/10		First aid provisions	13/8/10	
Fire alarm system	13/8/10		Accident reporting	13/8/10	
Means of escape.	13/8/10		Lifting & handling	13/8/10	
Responsibility in the event of fire	13/8/10		Personal hygiene	13/8/10	
Assembly point	13/8/10		Protective clothing.	13/8/10	
Location of extinguishers	13/8/10		Safe systems of work	13/8/10	
Safe use of extinguishers	13/8/10		COSHH		
Food Hygiene training	13/8/10		Electricity at work	13/8/10	

JOB TRAINING - BAR STAFF					
Task	Date	Comments	Task	Date	Comments
Retail Standards			Glasses, types & uses	13/8/10	
Setting up the bar	13/8/10		Measures	13/8/10	
Draught beers, lager & cider	13/8/10		Heating	13/8/10	
Bottled products	13/8/10		Lighting	13/8/10	
Spirits	13/8/10		Music levels	13/8/10	
Snacks	13/8/10		Using the till	13/8/10	
Dispense of keg beer & lager	13/8/10		Cash handling	13/8/10	
Dispense of cask ale	13/8/10		Accepting & cashing cheques	N/A	
Fault finding	13/8/10		Credit & Debit cards	N/A	
Dispense of bottled beer & lager	13/8/10		Tricks of the customer	13/8/10	
Service of spirits	13/8/10		Glass wash machine	13/8/10	
Service of wines	13/8/10		Bar cleaning rota & equipment	13/8/10	
Service of soft drinks	13/8/10		Food ordering	13/8/10	
Sale of cigarettes & tobacco	13/8/10		Food service	13/8/10	
Stock Rotation	13/8/10		Merchandising	13/8/10	
Health & Safety	13/8/10		Appearance	13/8/10	
Hygiene	13/8/10				

Signed by *[Signature]*
 Trainee
 Date 13/8/10

Signed by *[Signature]*
 Trainer
 Date 13/8/10

JOB TRAINING - FOOD SERVICE STAFF					
Task	Date	Comments	Task	Date	Comments
Preparation			Use of till	13/8/10	
Tables	13/8/10		Food billing	13/8/10	
Menus	13/8/10		Chalkboards & displays	13/8/10	
Cutlery	13/8/10		Heating	13/8/10	
Condiments & Accompaniments	13/8/10		Lighting	13/8/10	
Back of house - plates etc.	13/8/10		Music levels	13/8/10	
Appearance	13/8/10		Cash handling	13/8/10	
Chalkboards etc	13/8/10		Policy on tipping	13/8/10	
Food order system	13/8/10		Accepting & cashing cheques	N/A	
Selling extras	13/8/10		Credit & Debit cards	N/A	
Food service system	13/8/10		Dealing with complaints	13/8/10	
Hygiene	13/8/10		Dish wash machine	13/8/10	
Service of food	13/8/10		Cleaning rota & equipment	13/8/10	
Serving accompaniments	13/8/10		Checking customer satisfaction	13/8/10	
Clearing tables	13/8/10				
Offering sweets etc.	13/8/10				
Service of coffee	13/8/10				


Signed by *[Signature]*
 Trainee
 Date 13/8/10

Signed by *[Signature]*
 Trainer
 Date 13/8/10

Legislation					
Explain	Date	Comments	Explain	Date	Comments
Hours open to the public	13/8/10		Misuse of Drugs	13/8/10	
Hours permitted to sell alcohol	13/8/10		Food Safety Act	13/8/10	
Under Age drinking	13/8/10		Food Hygiene Regulations	13/8/10	
Individual responsibility	13/8/10		Health & Safety	13/8/10	
Weights & Measures	13/8/10				
Trades Descriptions	13/8/10				
"Passing off"	13/8/10				


Employment					
Explain	Date	Comments	Explain	Date	Comments
Disciplinary procedure	13/8/10		Grievance procedure	13/8/10	

I have received instruction and training as shown on this form.

Signed
by employee - 

Date - 13/8/10

Instruction and training has been given as indicated on this form.

Signed
by employer - 

Date - 13/8/10