

FARMHOUSE DINING GROUP



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Our Vision and Mission Statement

Chris and Katie Williamson have worked in the restaurant industry for 15 years. Their dream has come true by starting the Farmhouse Dining Group. We believe in quality food and quality service. We believe that every customer should have a wonderful experience in our restaurants from the time they enter until they leave. We believe that our employees should have a safe and professional working environment. We believe that when everyone works together, is proactive and responsible, success is achieved.

Non-discrimination

Farmhouse Dining Group does not discriminate against any employee for their gender, religion, ethnicity, age, or sexual preference. We believe that everyone should have respect for one another, regardless of personal beliefs.

Orientation Period and Training

Upon being hired, each employee will go through an orientation period. Front of the house staff (servers, bar tenders, hostesses, expos) will be expected to learn the menu to its entirety, the POS system, and will train and shadow an existing employee for a minimum of three shifts. This will be followed by a menu test before you can work alone on the floor. Back of the house employees will be expected to learn the menu to its entirety, and will be trained by the chefs of the company for one week.

Evaluations

Employees of Farmhouse Dining Group are expected to maintain a high level of professionalism. Owners and managers are constantly evaluating employees service and abilities. When a rule is broken or expectations are not reached, termination will follow. Employees may be given a warning and an

opportunity to grow and change, however, this may not always be the case. Employees will be given feedback and a sit down evaluations.

Schedules

Schedules will be posted by Saturday for the next week. It is your responsibility to check the schedule, even if you are not in the restaurant when it is posted. If there are specific days or times you can not work, this needs to be discussed with management two weeks prior to the schedule being made. If you are unable to make your shift, a manager needs to be contacted immediately and you need to try to find someone to cover your shift, which needs to be approved by a manager.

Standards of Conduct

Farmhouse Dining Group has a high level of expectations for all employees. We expect all employees to conduct themselves in a professional manner inside the restaurant.

Drug and Alcohol Policy

Farmhouse Dining Group is a drug and alcohol free workplace. If at any time, management believes you are under the influence of drugs or alcohol, you will be terminated. Farmhouse Dining Group employees may also be required to take a drug test prior to employment.

Social Media and Cell Phone Use

Employees are to not use social media or cell phones during their shift, unless they are on break. Constant cell phone use during a shift can result in termination.

Harassment

Farmhouse Dining Group employees are expected to treat each other and customers with respect. At any time if you feel that you are being harassed by a fellow employee or customer, please speak to a manager or owner immediately. We strive to have a safe and professional work environment for everyone. At no

time should employees make sexual jokes, or references. At no time should employees make religious jokes or references. Doing so can result in termination.

Absences and Tardiness

If you are unable to make a shift, please call your manager as soon as possible. Please attempt to find someone to cover your shift. Repeat absences and tardiness will result in write ups and ultimately termination.

Payment Procedures

Paychecks will be issued every two weeks on Fridays. Employees have the choice of direct deposit or a paper check. For a direct deposit, please provide your banking information to management. Credit card tips will be included in paychecks. W-4s and I9s must be filled out prior to start date.

Vacations and Holidays

Farmhouse Dining Group will be closed for all major holidays. If at any time you would like to request off, please ask the manager in charge of scheduling for a meeting to make the request. Managers will do their best to accommodate this request.

Employee Meals

Employees will receive a discount on food. Meals need to be eaten pre or post shift. Food can not be taken off premises. Please do not bring outside food into the restaurants.

Relationships

There will be zero tolerance for manager/staff relationships. Relationships among hourly employees should not be brought into the work environment. Physical contact and physical displays of affection will also not be tolerated in the

work place. Any employees' significant other or friends should not be hanging out at the restaurants or visiting excessively. This will cause termination.

Sanitation

Employees must practice sanitation procedures up to the Department of Health Standards. If you are unaware of sanitation procedures, please speak to manager on duty.

Dress Code

Bar tenders, expos/food runners, and servers are expected to wear a Restaurant T-shirt, appropriate pants (no cut off jean shorts, or leggings) and a black waist apron. Shirts will need to be purchased for \$10.00. All articles of clothing should be in good condition. Good condition consists of no holes, not tattered/ ripped, and clean (no stains). Flip flops, sandals, or ballet flats are not permitted for safety reasons. Restaurant style shoes are expected. Hostesses are expected to wear business casual. Examples would be black pants, skirt, sundress, khaki pants, nice jeans with a blouse. If wearing leggings, backside must be covered with a top. If dress code is not followed, you will be sent home and given a warning. If you are unsure, then don't wear it. All employees are expected to have proper hygiene. All employees should also have their hair presentable.

Back of the house employees are expected to wear a plain black T-shirt, chef pants, aprons, and non-skid shoes. The first T-shirt will be provided. Aprons will be provided. Kitchen managers are expected to wear chef coats, chef pants, and non-skid shoes. Coats will be provided; pants can be purchased. Back of the house employees are expected to have proper hygiene. If hair is longer, it needs to be pulled back or a hat needs to be worn.

Accidents and Emergency Situations

All accidents need to be reported immediately to manager on duty. An incident report must be completed the day of incident. Each staff member needs to complete an emergency contact card.

Alcohol Serving Policy

Staff serving alcohol must follow all codes and laws based on state liquor licensing rules. If at any time you feel a customer has had too much alcohol (prior to coming in or during their stay) please contact management immediately. Staff is not allowed to consume alcohol before/during/after shift on premises.

Solicitation

Farmhouse Dining Group has a no solicitation policy. That includes outside people soliciting or staff soliciting. (Examples: makeup, candles, coupon books, Girl Scout cookies, etc..)

Termination

South Carolina law is a right to work state. You can be terminated for any reason. We have a three strikes you are out policy as well. Which means, after three write ups, you will be terminated. Write ups can consist of different reasons.

Breaks

Employees will receive a 15 minute break for every 4 hour shift. Breaks, which include smoking, are not permitted during peak hours. Breaks need to be taken before 11 am, after 2 pm, before 5 pm, or after 8 pm. Breaks must be approved.

Health Policy

Farmhouse Dining Group is compliant with all state regulated restaurant health policies. Within this handbook is an employee health policy agreement.

Employees must sign the agreement and follow all procedures with reporting specific illnesses.

Handbook Receipt

I have read the Farmhouse Dining Group handbook. I understand all rules, regulations, and expectations to be employed and to keep employment.

Name _____

Date _____