A new kitchen starter: practical training plan

Crewbright printable guide | Reviewed 11 November 2026

Give a new kitchen starter a clear training plan before assigning unfamiliar work. Connect knowledge learning, practical records and the checks your supervisor needs to carry out.

1. Choose the learning for the duties

List the food, equipment and decisions the person will handle, including occasional cover for deliveries or allergy enquiries. Check existing knowledge and arrange local instruction and supervision.

For routine food handling, compare Level 2 Food Hygiene and Safety for Catering (£15). When the same learner also needs ingredient-information and cleaning knowledge, compare Kitchen Starter (£39). Kitchen Team Essentials (£49) adds COSHH and stock rotation/delivery checks. Each package is for one named learner; it is not a shared team licence.

Avoid buying overlapping courses unnecessarily. A manager designing food-safety controls needs learning appropriate to that responsibility; a starter package does not establish that competence.

2. Show the local methods

Locate current recipes, allergen information, safe methods, cleaning instructions and the person to contact if uncertain. Demonstrate the actual equipment and records for assigned duties. Use the food-handler workplace handover sample to separate knowledge from practical follow-through.

3. Practise an exception

Scenario: A supplier sends a replacement ingredient before lunch. The old recipe sheet is still at the counter. What should the starter do?

Pause the affected preparation or customer answer while the responsible colleague checks reliable information about the replacement ingredient and the actual recipe. Follow the venue's process to update relevant information, consider affected prepared food and labels, and brief kitchen and service colleagues. Do not guess from the brand or copy the old allergen answer. Record the decision and who confirmed the update.

Use the ingredient-change and allergen handover log alongside the worked ingredient-change guide. This scenario is a learning example, not authority to release a particular food.

4. Record what was demonstrated

Assigned tasks: record the specific preparation, receiving or service duties agreed.

Local instruction: record the current method and information shown, with the actual date.

Observed practice: record what the learner demonstrated and their response to a failed check.

Further support: record unfinished learning, supervision needed and the person responsible.

Review: record when to revisit the plan, including changed duties or procedures.

Use the staff training matrix for the overall plan. Add the delivery and exception log or kitchen cleaning schedule when those duties are assigned. Enter the business's actual controls and product instructions; examples are not approved operating limits.

5. Agree the next-shift handover

Confirm what the learner can do, which tasks still need support and who is available on the next shift. Review after the first relevant supervised task. Keep staff details in the business's appropriate records.

Request a training quote for your starters · Compare course packages

Planning guidance and prices checked on 30 October 2026. Prices are GBP totals; VAT is not charged. Source guidance: FSA managing food safety, Safer food, better business and FSA allergen guidance. These sources apply to England, Wales and Northern Ireland. Scottish businesses should use Food Standards Scotland's CookSafe and their applicable local arrangements.

Latest guidance: https://crewbright.co.uk/resources/new-kitchen-starter-training-plan/