[Company name]

How to use this document: delete this paragraph before saving, sharing, or circulating it. Every part shown in blue is yours to replace: type your own details over each blue [field] until no blue remains. Add or remove table rows to fit your needs. Then select all (Ctrl+A) and set the font colour to the same dark colour throughout. What is left is your finished document.

Cafe staff training log

Who was trained on what, and when - barista skills, food safety, allergens.

Date	[Date]

Training record

Date	Staff member	Training topic	Trainer	Competency confirmed
[Date]	[Name]	[e.g. espresso dialling-in]	[Name]	[☐]

Sign-off

Name	Signature	Date