



## Managing Beverage Production



A restaurant that offers alcoholic beverages to their customers takes on added obligations and responsibilities when providing these beverages to the public. From maintaining a license to serve alcohol, to purchasing product, and serving alcohol, there are many aspects you will be responsible for managing.

### BEVERAGE PURCHASING

As the manager you have a responsibility to create a beverage purchasing plan to ensure uninterrupted supply of beverages. When developing this plan you should be asking yourself:

- What bar products and supplies do you serve?
- What products are needed and how much?
- What is the desired quality level of the products served?
- Who are the suppliers that provide the best value?
- How frequently do I need to place the order?
- Who will place the order?

### BEVERAGE STORAGE

The basic principles to beverage storage are:

- Restrict access to the storage area to limit possible theft.
- Keep all beverage areas locked.
- Minimize the amount of storage kept at the bar.
- Have a designate person responsible for issuing additional product to the bar area.



# Training Manual For Restaurant Managers

**Peipei Pang**



## **Training Manual For Restaurant Managers:**

Restaurant Training Manual Jeffrey Schim, Donna L. Schim, 2016-04-02 Whether you are a new restaurant or an existing restaurant the restaurant training manual will be the perfect guide to train your management and staff members This guide covers all aspects of restaurant management and operations This training manual goes into detail on how to provide top notch customer service kitchen and food preparation tracking inventory and sales managing food and labor cost how to be prepared for emergencies and daily restaurant operations Use different sections in this manual to train cooks prep cooks dishwashers servers greeters bartenders and barbacks We recommend using the entire manual to train managers since they need to know all the areas in the restaurant The information in this manual has been used in many successful restaurants The material in this manual was created by individuals who worked in the restaurant industry and know how to create a thriving business with exceptional customer service The manual includes the following management topics Orientation Sexual Harassment Open Door Policy Minor Laws What Makes a Great Manager Manager Job Description Hiring and Termination Procedures Interviewing and Hiring Process Application and Hiring Do s and Don ts of Hiring Interviewing Process Suspending Terminating Employees The Manager s Walk through and Figure Eights Opening Closing Manager Responsibilities Opening Manager Responsibilities Closing Manager Responsibilities Restaurant Pre Shift Alley Rally Call Outs Communication Skills How to Read Body Language The Customer s Eyes How to Prevent Guest Complaints Guest Recovery Restaurant Safety Flow of Food Food Safety Allergens Time Temperature Food Borne Illness Cash Procedures Bank Deposits Manager Computer Functions Bookkeeping Management Cash Register Audits Management Safe Fund Audits Management Perpetual Inventory Audit Labor and Food Cost Awareness Food Cost Awareness Inventory Food Cost Awareness Theft Food Cost Awareness Preventive Measures Restaurant Prime Cost Restaurant Emergency Procedures Refrigerator Units Freezer Units Procedures Robberies Fires Responsibility of Owner Employer

**The Restaurant Manager's Handbook** Douglas Robert Brown, 2003 Accompanying CD ROM contains copies of all forms contained within the text

**The Restaurant Training Program** Karen E. Drummond, 1992-08-04 This ready to use staff training manual covers three basic areas safety and sanitation food production skills and service ability Discusses standard industry procedures and practices with instructions for customizing to individual restaurant operations Presents 30 training outlines featuring ready to photocopy transparency masters and employee materials such as summaries exercises and quizzes Also includes a variety of suggested training techniques

The Professional Bar & Beverage Manager's Handbook Amanda Miron, Douglas Robert Brown, 2006 CD ROM contains forms in PDF and a business plan in MS Word

**The Complete Restaurant Management Guide** Robert T. Gordon, Mark H. Brezinski, 1998-12-31 This text offers tips about restaurant management It includes samples of menus with special promotions as well as techniques for controlling food production and costs Franchising catering changes in meat grading labour management accounting and seating are also covered

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be gained by adopting management techniques which are both tight and loose and demonstrates how you can manage businesses with well defined objectives while also allowing local managers to interpret their local market as they see fit Conrad Lashley has done extensive consultancy with companies such as McDonalds and uses case studies from these companies to reiterate key issues throughout the text Food and Nutrition Information and Educational Materials Center Catalog Food and Nutrition Information Center (U.S.),1976 Resources in Education ,1985 **Restaurant Management** ,1962 AF Manual United States. Department of the Air Force,1976 **Business Development in Licensed Retailing** Guy Lincoln,Conrad Lashley,2012-05-31 Business Development in Licensed Retailing a unit manager s guide details the indispensable skills and techniques needed to manage units within licensed retail organisations in a flexible and entrepreneurial manner This book Forms the basis of a complete course for a unit manager s development Provides an overview of the range of skills needed for effective unit management Supports the development of techniques with examples from existing best practice and case examples from companies such as JD Wetherspoon s TGI Fridays and McDonald s amongst others Business Development in Licensed Retailing considers the functional management techniques required at unit management level covering recruitment human resource management operations service quality and customer relations financial measurement and analysis promotions and strategic planning The analysis systematically provides all the practical know how you need to produce of a comprehensive business plan for your unit Ending with a comprehensive case study that demonstrates all the aspects of business development working in a real life scenario the text is ideally suited for lecturers and management development personnel to use as a learning resource through which readers can apply the principles and techniques outlined Waiter & Waitress Training Lora Arduser,2003 These step by step guides on a specific management subject range from finding a great site for your new restaurant to how to train your wait staff and literally everything in between They are easy and fast to read easy to understand and will take the mystery out of the subject The information is boiled down to the essence They are filled to the brim with up to date and pertinent information Franchise Opportunities Handbook United States. International Trade Administration,1988

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