

Restaurant Management Training Manual

Training is an Investment not an Expense



A Complete Restaurant
Manager Training Manual
Management, Servers,
Bartenders, Greeters,
Bussers, Cooks
Prep Cooks
Dishwashers

Workplace Wizards

Restaurant Consulting, Training,
Assessments and more!!

Authored by: Jeffrey D Schim

Restaurant Management Training Manual

**United States. Domestic and
International Business Administration**



Restaurant Management Training Manual:

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**

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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 Franchise Opportunities Handbook United States. International Trade Administration,1988 **Distributive Education Instructional Materials** Ohio State University. Center for Vocational and Technical Education,1972 **Resources in Education** ,1985 Catalog Food and Nutrition Information Center (U.S.),1973 Food and Nutrition Information and Educational Materials Center Catalog Food and Nutrition Information Center (U.S.),1976 Distributive Education from AIM, 1967-1971 United States. Office of Education,1972 Catalog. Supplement - Food and Nutrition Information and Educational Materials Center Food and Nutrition Information and Educational Materials Center (U.S.), *Franchise Opportunities Handbook* United States. Bureau of Domestic Commerce,1972 **Catalog of Copyright Entries. Third Series** Library of Congress. Copyright Office,1974 **Manual Training Magazine** Charles Alpheus Bennett,William Thomas Bawden,1925 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

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