

# 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  
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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 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

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respond to the particular needs of their local market There is a growing realisation that there is greater profitability if the chain can offer both standardised services across all its retail operations while at the same time allowing local managers the freedom to interpret the needs of its local market as they see fit Hospitality Retail Management shows managers and students how competitive advantage can 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 *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

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