

Hospitality & Service Standards

The Team's goal is to make guests feel instantly welcome and cared for from the time they walk through our doors until they leave, wanted to return again. To ensure our guests have a memorable visit, we must deliver exceptional service and memorable hospitality.

Hospitality (Emotional Aspect of Guest Experience)	Service (Technical Aspect of Guest Experience)
It's how you make guests feel	It's what you do for the guest

Successful sales and service result from confidence, which can only be developed through knowledge. We will provide you with ample training to develop the necessary knowledge and confidence in relation to service techniques, the menu and the wine list. You, as a server for **[Restaurant Name]**, must learn it.

General Job Guidelines And Responsibilities

- When taking an order, always look the customer directly in the eyes, and stand erect. Never lean or write on the table. Never crouch down on your knees.
- Never handle a glass by the rim with your hand over the drinking surface.
- Never handle silverware with your hand over the eating surface.
- When handling plates or food, never let your hand touch the eating surface or the food.
- Help your guests as much as possible. Be aware of the city's favored bars and dance places, know what movies are showing nearby.
- Know your schedule.
- Know what time to be here for each shift.
- Know what the daily specials are and what they cost.
- Know the history of the restaurant.
- Know the managers.



Restaurant Waiter Training Manual

Gerard A. Pollion



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