Distribution of Work

A good manager will know when they can delegate a task or duty, and when it is best that they do it themselves. The chart below explains when and what you should delegate and when you need to keep control of a task.

Approach	Description	When to Use
Keep	Maintain authority and responsibility for completing a task or assignment.	 It is exclusively within your job description.
		 No one is qualified.
		 Boss said "YOU" should do it
Delegate Task	Delegating responsibility for completing a well-defined task or assignment with little or no decision-making authority.	 No decisions are required.
		 Person is not necessarily qualified to make decisions regarding the work.
		 Task is highly structured
		 Procedures are standardized
Delegate Authority	Delegating responsibility for completing a well-defined task or assignment with shared authority or high-level of decision making authority.	 Decisions can be delegated.
		 Person is qualified to make decisions regarding work
		 There is a value in delegating for developmental purposes
		 Training can be provided
Pass Along	Passing along to another person a task or assignment that falls within his or her current job responsibilities	 Fits someone's curren responsibility
		 Was delegated to him or her previously
		 Is part of someone's job description

Restaurant Bar General Manager Training Manual

Jim Meehan

Restaurant Bar General Manager Training Manual:

Bartender Training Manual Ryan Dahlstrom, 2016-09-01 The Most Requested Training Manual in the Industry Today Bartender Training Manual Table of Contents INTRODUCTION TRAINING DEVELOPMENT Acceptable Bartending StandardsUnacceptable Bartending StandardsTechniques Resulting in TerminationThree Strike RulesPersonal AppearanceUniformsPro Active BartendingAlcohol Consumption ToleranceAlcohol Awareness PolicyAwareness Sequence of Service and ResponseWORKING THE BAR Bartender Sequence of ServiceUp SellingSuggestive SellingTerminologyCONDUCTING TRANSACTIONS Register OperationsPayment MethodsCash Handling SequenceCredit Card PreauthorizationCredit Card Authorization for Total AmountGuest Check Presentation Delivery and RetrievalCredit Card Tip PolicyComps VoidsPRICING STRUCTURE WELL SET UP BACK BAR SET UP Bottle Placement DiagramPREPARING DRINK ORDERS Drink MakingDrink Service DeliveryBartender Customer Transaction TimesANATOMY OF A COCKTAIL GlasswareIceGarnishesRECIPES Shot RecipesDrink RecipesSignature DrinksSERVICE WELL SHIFT RESPONSIBILITIES Opening ShiftMid ShiftEnd Of ShiftService Well Deep CleaningBack Bar CleaningWeekly CleaningHealth Department ComplianceGarbage CansBreaking BottlesTIP POOL CONCLUSION TEAM WORK INTEGRITY **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

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includes recipes for 100 cocktails culled from the classic canon and Meehan s own storied career Each recipe reveals why Meehan makes these drinks the way he does offering unprecedented access to a top bartender s creative process Whether you re a professional looking to take your career to the next level or an enthusiastic amateur interested in understanding the how and why of mixology Meehan s Bartender Manual is the definitive guide Insiders' Guide® to Tulsa Elaine Warner, 2009-12-08 Insiders Guide to Tulsa is the essential source for in depth travel and relocation information to this sophisticated Oklahoma city Written by a local and true insider it offers a personal and practical perspective of Tulsa and its surrounding environs Franchise Company Data for Equal Opportunity in Business ,1991

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