

RESTAURANT CUSTOMER SERVICE TRAINING MANUAL

1. INTRODUCTION

[SPECIFY INTRODUCTORY PART OF THE MANUAL]

[SPECIFY REASON WHY THIS MANUAL IS CREATED]

[SPECIFY MISSION OF THE RESTAURANT IN RELATION TO THE CREATION OF THIS MANUAL]

Welcome to the [SPECIFY YOUR RESTAURANT NAME] Team!

2. GENERAL CONDUCT OF THE RESTAURANT

The accompanying acts and demonstrations are disallowed to all employees and staff members of the [SPECIFY YOUR RESTAURANT NAME], resistance thereof will result to a sanction:

- [SPECIFY GENERAL CONDUCTS REQUIRED BY THE RESTAURANT]
- [ADD AS REQUIRED]

3. CASH CONTROL AND MANAGEMENT

A. Charging the Customer

In order to make sure that there will no disarray by the [SPECIFY YOUR RESTAURANT NAME] customers, visitors or clients, with respect to what is being charged to and owed by them, these principles are ought to be taken after:

- [SPECIFY IMPORTANT PRINCIPLES IN CHARGING THE CUSTOMER]
- [ADD MORE AS NEEDED]

B. Collecting the Funds

- [SPECIFY IMPORTANT PRINCIPLES IN COLLECTING THE FUNDS]
- [ADD MORE AS NEEDED]

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RESTAURANT



Sample Restaurant Manager In Training Manual Template

J Ma



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