

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 current responsibility • Was delegated to him or her previously • Is part of someone's job description

Restaurant Bar General Manager Training Manual

Conrad Lashley, Michael N. Chibili



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
Standards Unacceptable Bartending Standards Techniques Resulting in Termination Three Strike Rules Personal
Appearance Uniforms Pro Active Bartending Alcohol Consumption Tolerance Alcohol Awareness Policy Awareness Sequence of
Service and Response WORKING THE BAR Bartender Sequence of Service Up Selling Suggestive
Selling Terminology CONDUCTING TRANSACTIONS Register Operations Payment Methods Cash Handling Sequence Credit
Card Preauthorization Credit Card Authorization for Total Amount Guest Check Presentation Delivery and Retrieval Credit
Card Tip Policy Comps Voids PRICING STRUCTURE WELL SET UP BACK BAR SET UP Bottle Placement Diagram PREPARING
DRINK ORDERS Drink Making Drink Service Delivery Bartender Customer Transaction Times ANATOMY OF A COCKTAIL
Glassware Ice Garnishes RECIPES Shot Recipes Drink Recipes Signature Drinks SERVICE WELL SHIFT RESPONSIBILITIES
Opening Shift Mid Shift End Of Shift Service Well Deep Cleaning Back Bar Cleaning Weekly Cleaning Health Department
Compliance Garbage Cans Breaking Bottles TIP POOL CONCLUSION TEAM WORK INTEGRITY **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
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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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