

### *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.                                                                   | <ul style="list-style-type: none"> <li>• It is exclusively within your job description.</li> <li>• No one is qualified.</li> <li>• Boss said "YOU" should do it</li> </ul>                                                                               |
| Delegate Task      | Delegating responsibility for completing a well-defined task or assignment with little or no decision-making authority.                      | <ul style="list-style-type: none"> <li>• No decisions are required.</li> <li>• Person is not necessarily qualified to make decisions regarding the work.</li> <li>• Task is highly structured</li> <li>• Procedures are standardized</li> </ul>          |
| Delegate Authority | Delegating responsibility for completing a well-defined task or assignment with shared authority or high-level of decision making authority. | <ul style="list-style-type: none"> <li>• Decisions can be delegated.</li> <li>• Person is qualified to make decisions regarding work</li> <li>• There is a value in delegating for developmental purposes</li> <li>• Training can be provided</li> </ul> |
| Pass Along         | Passing along to another person a task or assignment that falls within his or her current job responsibilities                               | <ul style="list-style-type: none"> <li>• Fits someone's current responsibility</li> <li>• Was delegated to him or her previously</li> <li>• Is part of someone's job description</li> </ul>                                                              |

# Restaurant Bar General Manager Training Manual

**Michael Brown**



## **Restaurant Bar General Manager Training Manual:**

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