

## Section 1: Staffing & Service Model Logistics

This section of your manual will help you determine the particular service model you will use and the staff members you'd like to hire. You will also determine how many staff members you'd like to hire, what positions you will need, and how many staff members you will need to train and manage. You will also determine how many staff members you will need to hire, what positions you will need, and how many staff members you will need to train and manage.

Consider the following questions:

### Staff

- How many staff members will you need?
- What are the qualifications for each staff member?
- Which positions do you need to fill?
- What are the qualifications for each staff member?
- How many staff members will you need to train and manage?

[\(Start Here\)](#)

### Service

- What are your restaurant's service goals?
- What style of service do you want to provide?
- How are dining rooms arranged?
- Where do food orders come from?
- What's the menu?
- What's the price range?
- What's the price range?
- Do you have a service?
- Do you do automation?
- How do servers interact with customers?

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# Restaurant Operations Manual Template

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# Cafe Operations Manual

**LaVerne Ludden**

## **Cafe Operations Manual:**

**Running Your Restaurant** Stevenson Kellogg Ernst & Whinney, Restaurant and Food Services Association of B.C., Canada-British Columbia Tourist Industry Development Subsidiary Agreement, Quanta Restaurant Systems, West Graphika, 1987    **How to Operate a Restaurant Operations Manual** National Restaurant Association (U.S.), 1982

**Franchise Opportunities Handbook**, 1991 This is a directory of companies that grant franchises with detailed information for each listed franchise    **How to Prepare a Restaurant Operations Manual**, 1982    **Franchise Opportunities Handbook** United States. International Trade Administration, 1988    *How to Prepare a Restaurant Operations Manual* Maurice P. Minno, 1982    **Labor Relations Reference Manual**, 1950    **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 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 Awareness, Theft, Food Cost Awareness, Preventive Measures, Restaurant Prime Cost, Restaurant Emergency Procedures, Refrigerator Units, Freezer Units, Procedures, Robberies, Fires, Responsibility of Owner Employer,    **Labor Relations Reference Manual - The Law and the Facts of Labor Relations** vol. 24, 1949    *The Cornell Hotel and Restaurant Administration Quarterly*, 1962    **Hospital Dietary Annual Review** Antoinette Venuto Grundy, Esther K. Plotner, 1965    Manual Iain Borden, Allford Hall Monaghan Morris, 2003-07-04 A hands on attitude to architecture trademark of the

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