

Section 1: Staffing & Service Model Logistics

This section of your manual covers the particular service model and staff members you'd like to hire. You can best train and prepare your staff when you know the case. So, spell it out.

Consider the following questions:

Staff

- How many staff members do you need?
- How many staff members do you need?
- Which positions do you need?
- What are the qualifications for each position?
- How many days a week will they work?

[\[Start Here\]](#)

Service

- What are your restaurant's hours?
- What style of service do you want?
- How are dining room reservations handled?
- Where do food runners work?
- What's the menu?
- What's the process for taking orders?
- What's the process for serving food?
- Do you have a set menu?
- Do you do catering?
- How do servers receive tips?

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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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