

How To Make/Create a Manual in Microsoft Word

RESTAURANT CUSTOMER SERVICE TRAINING MANUAL

1. INTRODUCTION

1.1 PURPOSE AND SCOPE

1.2 TARGET AUDIENCE

1.3 DOCUMENT STRUCTURE

Document ID: **RESTAURANT-CUSTOMER-SERVICE-TRAINING-MANUAL**

2. GENERAL INFORMATION

This manual provides comprehensive training for all employees and is subject to the **RESTAURANT-CUSTOMER-SERVICE-TRAINING-MANUAL** and its associated policies.

2.1 DOCUMENTATION AND RECORDS

2.1.1 DOCUMENTATION

3. CUSTOMER SERVICE

3.1 Greeting Customers

It is the responsibility of all employees to ensure that every customer is greeted with a warm and friendly smile. Employees should use the following guidelines to ensure a positive customer experience.

3.1.1 GREETING CUSTOMERS

3.1.2 CUSTOMER SERVICE

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