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RESTAURANT CUSTOMER SERVICE TRAINING MANUAL

1. INTRODUCTION

1.1 PURPOSE AND SCOPE

1.2 TARGET AUDIENCE

1.3 DOCUMENT STRUCTURE

This manual is designed to provide a comprehensive overview of the restaurant's customer service training program.

2. GENERAL PRINCIPLES OF CUSTOMER SERVICE

The primary goal of customer service is to ensure that every guest has a positive and memorable dining experience. This is achieved by providing exceptional service, meeting guest needs, and resolving any issues that may arise.

2.1 GUEST SERVICE STANDARDS

2.1.1 GREETINGS

3. EMPLOYEE RESPONSIBILITIES

3.1 Greeting & Seating

Employees should greet guests within 30 seconds of their arrival. They should direct guests to the host stand, provide a warm welcome, and ensure that the guest is seated promptly.

3.2 Menu Knowledge & Recommendations

3.2.1 Menu Knowledge

This manual is a template and should be customized to reflect the specific needs and policies of your restaurant.

Gourmet
Restaurant

W

How To Make A Manual In Word

RJ Shavelson



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