

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

This manual is designed to provide a comprehensive overview of the training program.

2. GENERAL INFORMATION

This manual is intended to be used as a reference for all employees and is not to be distributed outside the organization.

2.1 DOCUMENTATION AND RECORDS

2.1.1 DOCUMENTS

3. CUSTOMER SERVICE

3.1 Greeting Customers

It is the responsibility of all employees to provide a warm and friendly greeting to all customers who enter the restaurant.

3.2 Handling Customer Complaints

3.2.1 LISTENING

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Gourmet
Restaurant

W

How To Create A Manual In Word 201

Rachel S Tattersall



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