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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 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 ensure that every customer is greeted with a warm and friendly smile. This is the first impression that a customer will have of the restaurant.

3.1.1 GREETING CUSTOMERS

3.1.2 GREETING CUSTOMERS

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Restaurant

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