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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 DOCUMENTATION

3. CUSTOMER SERVICE

3.1 Greeting the Customer

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 the customer will have of the restaurant.

3.1.1 GREETING THE CUSTOMER

3.1.2 GREETING THE CUSTOMER

Documented and signed by:
Gourmet
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Gourmet

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many of the characters who make appearances in spoon river anthology were based on people that masters knew or heard of in the two towns in which he grew up petersburg and lewistown illinois masters sometimes substantially disguised the names

of these real life inspirations but he sometimes disguised them only barely and in a few cases not at all most notable is anne rutledge regarded in local legend to be abraham lincoln s early love interest though there is n