

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 new staff with the necessary information to ensure a high level of customer service.

2. GENERAL POLICY ON CUSTOMER SERVICE

Our company's policy is to ensure that all customers are treated with the highest level of respect and professionalism.

2.1 GREETING CUSTOMERS

2.1.1 GREETING

3. CUSTOMER SERVICE STANDARDS

3.1 Greeting Customers

It is the responsibility of all staff to ensure that every customer is greeted with a warm and friendly smile. This includes making eye contact and using the customer's name when possible.

3.2 Handling Customer Complaints

3.2.1 LISTENING

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Restaurant

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How To Create A Manual In Word 2007

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