

# How To Make/Create a Manual in Microsoft Word

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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  
Gourmet  
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# How To Create A Manual In Word 201

**D Keegan**



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