

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 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.

3.2 Handling Customer Complaints

3.2.1 LISTENING

Documented and signed by:
Gourmet
Restaurant

Gourmet
Restaurant

W

How To Make A Manual In Word

IM Harris



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