

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

### 2. GENERAL INFORMATION

The purpose of this manual is to provide new staff with the necessary information to ensure a high level of customer service. It is designed to be a comprehensive guide to the restaurant's policies and procedures.

#### 2.1 COMPANY HISTORY AND MISSION

##### 2.1.1 HISTORY

### 3. EMPLOYMENT AND HIRING

#### 3.1 Hiring Process

The hiring process is designed to ensure that the restaurant is able to attract and hire the best possible candidates. It involves several steps, including job posting, resume screening, interviews, and background checks.

#### 3.2 Job Description and Requirements

##### 3.2.1 Job Description

Restaurant Name: Gourmet  
Address: 123 Main St  
City: New York, NY  
State: NY  
Zip: 10001

Gourmet  
Restaurant

W

# How To Make A Manual In Word

**Chris Grover**



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