

# 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 & Seating

It is the responsibility of the server to ensure that the customer is greeted and seated in a timely and efficient manner.

##### 3.1.1 GREETING & SEATING

##### 3.1.2 SEATING

Documented and signed by:  
Gourmet  
Gourmet  
Gourmet

Gourmet  
Gourmet  
Gourmet

W

# How To Make A Manual In Word

**M Lipman**



## **How To Make A Manual In Word:**

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