

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 subject to the **RESTAURANT POLICY**. It is not to be used as a contract.

2.1 DOCUMENTATION AND RECORDS

2.1.1 DOCUMENTS

3. EMPLOYMENT AND MANAGEMENT

3.1 Hiring Process

All new hires must complete all required forms and **RESTAURANT POLICY** training. This includes a background check, health screening, and food safety training.

3.2 Training and Development

3.2.1 TRAINING

RESTAURANT POLICY
TRAINING
MANUAL

Gourmet
RESTAURANT

W

How To Create A Manual In Word 201

Rachel Sandford



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