

## **Your Major Responsibilities**

- Be Friendly and smile (“have fun”)
- Prepare fried and or microwave products within time frames and with proper specs (“recipe”) Golden brown in color
- Monitor operation of Fryers, Freezer products, timers, Microwave and scales, temperatures and timing
- Identify properly prepared fried/microwave items – eye appeal, quality and quantity
- Complete restock of the Freezer using FIFO (First in, first out)
- Break down, clean/sanitize units & containers. Set up fryer, oil filter machine, microwaves, holding equipment and scales
- Assist others as needed to maintain speed of production of kitchen offerings
- Change the fryer oil when the oil is smokey or you cannot see the basket submerged in the fryer oil? You can use fryer test strips to determine if the oil needs changed. Whatever happens you should have clean oil at the start of the peak times

## **Follow all food safety procedures**

### **Speed/Positional Tips**

- Validate proper stocking levels to ensure rush ready at all times
- Memorize all stock placement for all freezer products
- Learn portions of all fryer products
- Hot food hot & cold food cold
- Hot fries and salted
- Learn cook times for all fryer/microwave products
- React with sense of urgency when new orders arrive in the kitchen via printer or hand written copies
- Use some sort of timer on all products
- Coordinate products according to cook times
- Ask for help as needed
- Know all internal temperatures of all fried/microwave items – check occasionally to validate food safety
- Always portion control
- Speak clearly and concisely when directing or responding to others
- Restock products in a timely way using (FIFO) first in, first out

# Restaurant Training Guide

**R Bogdan**



## **Restaurant Training Guide:**

*Restaurant Training Manual* Jeffrey Schim, Donna L. Schim, 2016-04-02 Whether you are a new restaurant or an existing restaurant the restaurant training manual will be the perfect guide to train your management and staff members This guide covers all aspects of restaurant management and operations This training manual goes into detail on how to provide top notch customer service kitchen and food preparation tracking inventory and sales managing food and labor cost how to be prepared for emergencies and daily restaurant operations Use different sections in this manual to train cooks prep cooks dishwashers servers greeters bartenders and barbacks We recommend using the entire manual to train managers since they need to know all the areas in the restaurant The information in this manual has been used in many successful restaurants The material in this manual was created by individuals who worked in the restaurant industry and know how to create a thriving business with exceptional customer service The manual includes the following management topics Orientation Sexual Harassment Open Door Policy Minor Laws What Makes a Great Manager Manager Job Description Hiring and Termination Procedures Interviewing and Hiring Process Application and Hiring Do s and Don ts of Hiring Interviewing Process Suspending Terminating Employees The Manager s Walk through and Figure Eights Opening Closing Manager Responsibilities Opening Manager Responsibilities Closing Manager Responsibilities Restaurant Pre Shift Alley Rally Call Outs Communication Skills How to Read Body Language The Customer s Eyes How to Prevent Guest Complaints Guest Recovery Restaurant Safety Flow of Food Food Safety Allergens Time Temperature Food Borne Illness Cash Procedures Bank Deposits Manager Computer Functions Bookkeeping Management Cash Register Audits Management Safe Fund Audits Management Perpetual Inventory Audit Labor and Food Cost Awareness Food Cost Awareness Inventory Food Cost Awareness Theft Food Cost Awareness Preventive Measures Restaurant Prime Cost Restaurant Emergency Procedures Refrigerator Units Freezer Units Procedures Robberies Fires Responsibility of Owner Employer

**The Restaurant Training Program** Karen E. Drummond, 1992-08-04 This ready to use staff training manual covers three basic areas safety and sanitation food production skills and service ability Discusses standard industry procedures and practices with instructions for customizing to individual restaurant operations Presents 30 training outlines featuring ready to photocopy transparency masters and employee materials such as summaries exercises and quizzes Also includes a variety of suggested training techniques

Restaurant Server Manual Jeffrey D. Schim, 2017-06-13 The restaurant Server Manual covers waitstaff training a greeter training This is a valuable resource for your restaurant or bar Waitstaff will learn how to create exceptional service for your guest This restaurant server manual covers the following Orientation Training your Team Effective Training Techniques Certified Trainers Positive Plus Correction Feedback Teamwork How to Prevent Guest Complaints Guest Recovery Food Safety Allergens Food Delivery Procedures Restaurant Safety Clean as you go Server Job Description Six Steps of Service How to Roll Silverware Silverware and Plate Placement Point of Sale Training Restaurant

Greeter Training Restaurant Greeter Job Description Return of Investment ROI Training your staff is an investment Your customers will benefit and your bottom line will show an increase in restaurant revenue The most important part of the restaurant server training manual is the six steps of service Basically your managers servers and greeters will learn and memorize the six steps of service Your employees will live the steps of service from shift to shift The server steps of service begin when the customer arrives and walks through your restaurant front door and ends when they depart the restaurant Your goal is to provide exceptional wow customer service by applying the steps of service all throughout the customer s visit

**The Waiter & Waitress and Waitstaff Training Handbook** Lora Arduser, Douglas Robert Brown, 2005 This training handbook was designed for use by all food service serving staff members The guide covers every aspect of restaurant customer service for the positions of host waiter or waitress head waiter captain and bus person The detailed performance of each position is described for different types of establishments and all types of service including French American English Russian Family Style and Banquet It provides step by step instructions on hosting seating guests taking filling orders loading unloading trays table side service setting an elegant table folding napkins centerpieces promoting specials promoting side orders handling problems difficult customers managing tips and taxes getting customers to order quickly handling questions handling the check and money Plus learn advanced serving techniques such as flambe and carving meats fish and fruits It also features a chapter devoted exclusively to food safety and sanitation Whether it s your first day on the job or you are a twenty year veteran you are bound to learn alot Food service managers will find this book to be an excellent foundation for your organizations training program

The Guide to Cooking Schools ,2000      Franchise Opportunities Handbook ,1994 This is a directory of companies that grant franchises with detailed information for each listed franchise

*Public Health Reports* ,2009      *Catalog* Food and Nutrition Information Center (U.S.),1974      **Waiter & Waitress Training** Lora Arduser,2003 These step by step guides on a specific management subject range from finding a great site for your new restaurant to how to train your wait staff and literally everything in between They are easy and fast to read easy to understand and will take the mystery out of the subject The information is boiled down to the essence They are filled to the brim with up to date and pertinent information

*The Guide to Cooking Schools* Dorlene V. Kaplan,1999-10 The only comprehensive resource to culinary education worldwide Contains detailed descriptions of more than 1000 career and recreational programs in the U S and other countries

*The Career Guide* Dun & Bradstreet,1995      *Restaurant Kitchen Manual* Jeffrey D. Schim,2017-06-14 In this manual your employees will learn the basics in your restaurant kitchen It is very important that your kitchen staff learn and understand everything outlined in this restaurant kitchen manual In so many cases most cooks don t know time and temperature food safety shelf life dates basic position training and etc During the interview process you may run into an application that appears to be awesome The applicant will say what they think you want to hear they talk the talk but can they walk the walk After you conducted a reference check you can decide if the

applicant is a good fit for your restaurant The next step is kitchen training Everyone goes through kitchen training whether they are experienced or inexperienced You truly don't know if that applicant is on the up and up on their experience Typically experienced employees will learn faster than non experienced employees and therefore will require less training days Non experienced employees will require more attention TLC and quite possibly extended training days

**Food and Beverage Service Training Manual with 225 SOP** Hotelier Tanji, 2014-02-16 ATTENTION You can Download Ebook PDF and PowerPoint Version of this book from the author website Please Google Hotelier Tanji Hospitality School to visit the web site and get Hotel Restaurant Management Training Videos Guides PowerPoints and Hundreds of Free Training Tutorials This Food Beverage Service Training Manual with 101 SOP will be a great learning tool for both novice and professional hoteliers This is an ultimate practical training guide for millions of waiters and waitresses and all other food service professionals all round the world If you are working as a service staff in any hotel or restaurant or motel or resort or in any other hospitality establishments or have plan to build up your career in service industry then you should grab this manual as fast as possible Lets have a look why this Food Beverage Service training manual is really an unique one A concise but complete and to the point Food Beverage Service Training Manual Here you will get 225 restaurant service standard operating procedures Not a boring Text Book type It is one of the most practical F B Service Training Manual ever Highly Recommended Training Guide for novice hoteliers and hospitality students Must have reference guide for experienced food beverage service professionals Written in easy plain English No mentor needed Best guide for self study Bonus Training Materials Read 220 Free Hotel Restaurant Management Training Tutorials from the author website

**How to Plan a System of Employee Training for Restaurants** Bishop-Stoddard Cafeteria Company, 1954 **Business Franchise Guide** Commerce Clearing House, 1980

**The Guide to Cooking Schools** ShawGuides, Incorporated, 2001-08 *The Encyclopedia of Restaurant Training* Lora Arduser, Douglas Robert Brown, 2005 Book CD ROM Training is an investment for the future the only foundation on which success can be built Training delivers excellence in product and performance elevating a good restaurant into a great one Training will keep the skills of its employees and management sharp But in no other industry is its absence or presence as obvious as it is in the food service industry It is hard to find good qualified employees and even harder to keep them In addition unemployment levels are low and competition for qualified workers is tough What's the answer Training Constant training and re-enforcement keeps employees and management sharp and focused and demonstrates the company cares enough to spend time and subsequently money on them And that's precisely what this encyclopaedic book will do for you be your new training manager The first part of the book will teach you how to develop training programs for food service employees and how to train the trainer The book is full of training tips tactics and how to's that will show you proper presentation and how to keep learners motivated both during and after the training The second part of the book details specific job descriptions and detailed job performance skills for every position in a food service operation from the general

manager to dishwasher There are study guides and tests for all positions Some of the positions include General Manager Kitchen Manager Server Dishwasher Line Cook Prep Cook Bus Person Host Hostess Bartender Wine Alcohol Service Kitchen Steward Food Safety Employee Safety Hotel Positions etc Specific instructions are provided for using equipment as well

**The American Restaurant Magazine** ,1930      **Audiovisual guide to the catalog of the Food and Nutrition Information and Educational Materials Center** Food and Nutrition Information Center (U.S.),1975      Subject Guide to Books in Print ,1993

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