

# Hotel Kitchen Training Manual

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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 applicant 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

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

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