



# **The Waiter & Waitress and Wait Staff Training Handbook: A Complete Guide to the Proper Steps in Service for Food & Beverage Employees**

*Lora Arduser, Douglas R Brown*

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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 flambé 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.

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