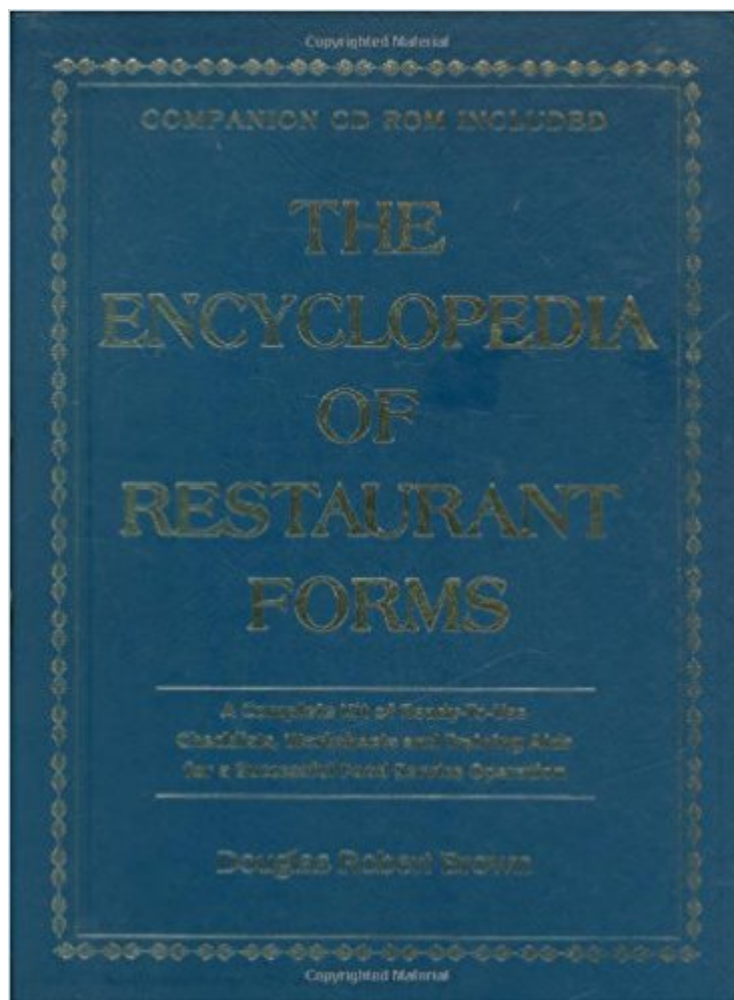


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# The Encyclopedia Of Restaurant Forms: A Complete Kit Of Ready-To-Use Checklists, Worksheets, And Training AIDS For A Successful Food Service Operation With Companion CD-ROM





## Synopsis

If you're in the process of starting a new restaurant or are managing an existing food service operation, this is the one book you need to do it right. Always wanted a personal assistant at your disposal? Now you will have one, in book form! Designed to save the food service manager both time and money, you won't know how you got along before without it. For the new and veteran food service operators alike, this book is essentially a unique "survival kit" packed with tested advice, practical guidelines and ready-to-use materials for all aspects of your job. The book and companion CD-Rom focuses on the issues, situations and tasks that you face daily in your management role as leader, manager, arbitrator, evaluator, chairperson, disciplinarian and more; from working with difficult customers and employees to ensuring the profitability of your operation. Included in this book are hundreds of easy-to-implement tools, forms, checklists, posters, templates and training aids to help you get your operation organized, and easier to manage while building your bottom line! The material may be used as is or readily adapted for any food service application. For example, you'll find a practical form to use when interviewing employees, a template for developing an employee schedule and checklists for examining the food service operation and preparing a budget. Expertly organized, this unique book takes you step by step through each department of a restaurant, caterer, hotel and non-commercial operations. Among the topics covered are management principles of planning, organizing, coordinating, staffing, directing, controlling and evaluation; product purchasing, receiving, storing and issuing, preparation and service; employment and personnel practices; and management of equipment and money. This manual will arm you with the right information to help you do your job. Keep it on your desk for continual reference. The many valuable forms contained in this work may be easily printed out and customized from the companion CD-Rom. There are over 488 ready-to-use business forms, checklists, training aids, contracts and agreements! The companion CD-ROM is included with the print version of this book; however is not available for download with the electronic version. It may be obtained separately by contacting Atlantic Publishing Group at [sales@atlantic-pub.com](mailto:sales@atlantic-pub.com) Atlantic Publishing is a small, independent publishing company based in Ocala, Florida. Founded over twenty years ago in the company president's garage, Atlantic Publishing has grown to become a renowned resource for non-fiction books. Today, over 450 titles are in print covering subjects such as small business, healthy living, management, finance, careers, and real estate. Atlantic Publishing prides itself on producing award winning, high-quality manuals that give readers up-to-date, pertinent information, real-world examples, and case studies with expert advice. Every book has resources, contact information, and web sites of the products or companies discussed.

## Book Information

Hardcover: 480 pages

Publisher: Atlantic Publishing Group Inc.; Har/Cdr edition (January 12, 2004)

Language: English

ISBN-10: 0910627290

ISBN-13: 978-0910627290

Product Dimensions: 8.6 x 1.3 x 11.2 inches

Shipping Weight: 2.8 pounds (View shipping rates and policies)

Average Customer Review: 4.5 out of 5 stars [See all reviews](#) (15 customer reviews)

Best Sellers Rank: #213,050 in Books (See Top 100 in Books) #17 in [Books > Business & Money > Processes & Infrastructure > Facility Management](#) #104 in [Books > Business & Money > Industries > Restaurant & Food](#) #170 in [Books > Reference > Encyclopedias & Subject Guides > Business](#)

## Customer Reviews

The Encyclopedia of Restaurant Training is a no-nonsense, thorough resource covering the necessary training for all positions in the food service industry, from professional chef to maitre d to bartender and much more. Written in clear, easy-to-understand terms and charts spelling out explicit training instructions, and illustrated with some diagrams (such as a picture of how to properly set a formal table), The Encyclopedia of Restaurant Training spares no effort to be as understandable as possible. No background knowledge in any trade is needed to grasp explicit instructions ranging from a step-by-step breakdown of the hostess job to the proper order of service for a luncheon handout to how one can go about creating a memorable presentation to food service employees, and much more. A CD-ROM accompanies this absolute must-have for anyone preparing for a career in food service, or charged with the responsibility of training food service recruits.

Very disapointed in the information found in this book- Out dated... very early 90's style information. Good for a brand new manager... but anyone with any experience will be extreemly disapointed.

Sometimes I need to be able to look and feel what I need to use. That's why I like a book. This one is helpful when I cannot be bothered going online to find what I need or to validate what I have produced. Works well for me.

I purchased this book because I was starting a coffee shop and didn't want to start with a blank piece of paper. This book is not only had a complete set of forms you might use in a restaurant, it is in itself a checklist of everything that should be considered when putting together a restaurant. What surprised me were the forms for employee job applications to employee reviews. The book also included a CD with all the forms which made it easy to adjust forms for my needs. This book was money well spent.

There is not one page of information in this incredibly handsome book that is not useful. The book includes every possible form I can think of, and many many more I never thought about which would be incredibly useful to our business today! The companion CDROM of forms allowed us to use this book from day one. Highly recommended!!!

As a long-time user of The Restaurant Managers Handbook by Douglas R. Brown, I have found The Encyclopedia of Restaurant Forms and it's CD Rom to be the most complete and comprehensive selection of forms and ideas for every day and every situation that can or will arise in the food service business.

Good book just wish when you buy kindle version that forms printed pdf or include pdf file. I've been manager for 20 years but like most places never taught how to teach. Gives you some direction in how to move employees in that goal.

There isn't another book published in the Restaurant field that provides as much comprehensive information. The CD is a wonderful addition.

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