

# Download Host Hostess Training Manual

Host/Hostess Training Manual Wurst Haus German Deli & Restaurant 5 8/25/2006 the phone, greeting, saying goodnight, or answering questions -- can "MAKE A DIFFERENCE." General Host Information In the evening, bid your guests, good night. Whenever possible, open the front door for guests as they enter and leave. Host/Hostess Training Manual. This training manual template will give you plenty of ideas for improving or creating your own training manuals for your key staff positions. Use this training manual template as a guide to create your own detailed training manual for this position. HOST/ESS HANDBOOK The host/ess position is one of the most important jobs in the restaurant. You are the first and last person our guests have contact with. A huge smile and warm, genuine, heartfelt, welcome is the first thing we want our guests to receive when they enter The Park Tavern. Our guests are HOST TRAINING OVERVIEW Orientation Schedule Requests Table Chart & Gen Info Handout W4 & I9 Check Uniforms Employee Status Form Host/Hostess Manual - Section 1 - Charleston's Philosophy DATE: TIME: Classroom 3 hours General Info Test Table Chart Test Tour Host/Hostess Manual Section 2 & 3 DATE: TIME: Day 1 Host shift Food Test