

## **FOOD & BEVERAGE # 1**

Alcohol Transfer Control Sheet  
Bar Costing and Percentage  
Bar Inventory Spread Sheet  
Beer Inventory Spread Sheet  
Beer Ordering Form

### **Beverage**

Cart Inventory Log  
Cart Price List  
Storage Locker

### **CATERING**

After Golf Banquet Package  
Bar Costing Sheet  
BEO Event Order & Contract  
Golf Outing Menu Invoicing  
League Golf Outing  
Off Site Event  
Brides Letter  
Confirmation Contract  
Days Employees Can Work  
Deposit Letter  
Group Booking Fact Sheet  
Inquiry Call Sheet & Follow Up  
Invoice  
Food Liability Waiver  
Linen Ordering Form  
Organizing Events  
Proposal Letter  
Rental Space  
Thank You Letter  
China, Glass & Silver  
Daily Cash Report  
Days Employee Can Work  
Entrée Costing Food Calculation  
Flash Pay - Roll all Departments  
Food Cost Analysis  
Food Inventory Opening - Closing  
Hazard Communication Facts  
Inventory Transfer  
Kitchen Structure  
Linen Ordering Form

## **OFFICE SET-UP FILES # 2**

Account Payable PO Work Sheet

### **Acknowledgement**

Uniform Agreement

Probationary Period

Application for Employment

Appointment Log

At Will Work Agreement

Charter of Accounts

Confidentiality Agreement

Customer Questionnaire

Days Employee Can Work

Drug-Alcohol Policy

### **Employee**

Employer Performance Evaluation

Data Form – New Hire Check List

Hand Book # 1

Hand Book # 2

Hand Book # 3

Safety Record Card

Time off Tracker

Phone Numbers

Newspaper Ads

Change of Address

Expense Report

Hiring Training Retaining

How to Answer the Telephone

Injury Authorization

Injury Employee Report

Injury Witness Statement

Job Vacancy Form

New Hire Check List

Opening Interview Questions

Interview Questions Culinary & Service

Orientation Form

Payroll Agreement of Understanding

Sanitation and Hygiene

Schedule Maintenance

Separation Resignation & Exit Interview

Time off Tracker

Training Sign in Sheet

## **Liquor**

Inventory Spread Sheet

Ordering Form

Transfer Spread Sheets

Maintenance Work Order

Menu Tracking, Repeat Business

Non - Alcohol

Inventory Spread Sheet

China, Glass, Silver, Paper

Opening Closing Month Inventory

Order of Service Banquet

Prep - List Breakfast

Prep - List Diner

## **FRONT & BACK OF THE HOUSE # 3**

Back of House Sanitation  
Daily Operational Check List  
Dining Room Order of Service  
Disciplinary Procedure  
Food and Beverage Test  
Food Quality Inspection Report  
Food Safety  
Hazard Communication Information  
How to Answer the Telephone  
How to run off your Customers  
Instructor Menu Training

### **Job Description**

**Bartender**

**Dishwasher - Steward**

**Hostess**

**Ex. Chef, Sous, Banquet**

**Manger Banquet**

**Banquets**

**Servers - Banquets**

Kitchen Check List

Kitchen Structure

New Hire Front-Back of the House

Sanitation & Hygiene

Schedule Back of the House

Schedule Front of the House

Schedule Housekeeping

Servers Side Work and Check List

Servers Side Work Grill & Lounge

Training Manual Overview

Servers Staff Side Work

Service Menu Prep

Standard of Restaurant Operations

Training Sign In Sheet