

Restaurant Food Manager

You are responsible for making the food items that will be sold in the Restaurant, as well as assisting with the continual clean up of the Restaurant during the business day. Become familiar with health and safety procedures and use of equipment.

1. Food Inventory Worksheet

After you receive the start-up supplies from the Distribution & Delivery Center, complete the **Food Inventory Worksheet** to determine if another supply order may be needed. Be sure to let the CEO know if you think you will be short on supplies or if additional supplies will be necessary. The CEO will arrange for another supply order, if necessary.

2. Pop the Popcorn

Follow posted instructions carefully for popping the popcorn. Ask the volunteer in your shop for assistance if you need it.

3. Napkins

Fill the napkin holder on the counter area with napkins as you prepare the Restaurant to open for business.

4. Prepare for Sales

Organize food items that will be for sale in an attractive display. Be sure to include pricing of the items, or price signage, so that customers are aware of the food selections and pricing.

5. Assist Sales Managers

Assist Sales Managers by filling customer orders.

6. Clean Up

Assist with business clean up at the end of the day.