

**INTRODUCTION**

This work plan completes the backbone of the restaurant business of [SPECIFY NAME OF THE RESTAURANT]. This should be read in conjunction with all manuals and documents provided by and for the management of [SPECIFY NAME OF THE RESTAURANT].

1. **COMPANY’S BACKGROUND**

The [SPECIFY NAME OF THE RESTAURANT] is [SPECIFY AND DETAIL BACKGROUND OF THE RESTAURANT].

1. **GOALS AND OBJECTIVES**

The goals and objectives of this work plan are:

1. to set an outline for the specific tasks to do for each employee and personnel of [SPECIFY NAME OF THE RESTAURANT];
2. to create a time frame for each task to be done;
3. to provide a process for meeting the objectives within the financial resources allocated for each task;
4. to propose a methodology, review accountabilities and responsibilities.
5. **ORGANIZATION AND PERSONNEL**

This work plan shall be carried out and implemented by the management of [SPECIFY NAME OF THE RESTAURANT] for all its employees and personnel. Each employee and personnel shall have a designated task to do based on their respective position held.

1. **SCOPE AND SCHEDULE**

This work plan is created and designed to define and set out the daily workload and tasks of every

[4412 Roosevelt Street, San Francisco, CA 94114]

[+1 415 359 1127 | hello@gourmet.com]

[gourmet.com]

employee and personnel of [SPECIFY NAME OF THE RESTAURANT].

This shall be the guiding document until such time that there shall be an alteration or modification to any of the contents set forth herein, in which case, the new changes made shall be conclusive.

1. **EQUIPMENT AND FACILITIES**

|  |  |  |
| --- | --- | --- |
| **Task** | **Equipment or Facility Needed** | **Function** |
| [SPECIFY TASK] | [SPECIFY EQUIPMENT OR FACILITY NEEDED FOR THE SPECIFIC TASK] | [SPECIFY FUNCTION OF THE EQUIPMENT OR FACILITY FOR THE SPECIFIC TASK] |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

1. **BUDGET**

|  |  |
| --- | --- |
| **Position/Task** | **Proposed Allocation of Budget** |
| [SPECIFY DESIGNATED POSITION OR TASK] | [SPECIFY ALLOTTED BUDGET FOR THE COMPLETION OF THE DESIGNATED TASK AND/OR SALARY OF THE PERSON-IN-CHARGE] |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |

1. **TASK AND FUNCTION PROCEDURES**
2. MANAGEMENT

|  |  |  |
| --- | --- | --- |
| **Step** | **Person / Function** | **Task** |
| 1 | [SPECIFY AND DESIGNATE THE PERSON OR FUNCTION TO BE ASSIGNED FOR THE TASK] | [SPECIFY THE TASK OR PROCEDURE TO BE DONE BY THE DESIGNATED PERSON AND/OR FUNCTION] |
| 2 |  |  |
| 3 |  |  |
| 4 |  |  |
| 5 |  |  |
| 6 |  |  |
| 7 |  |  |
| 8 |  |  |
| 9 |  |  |
| 10 |  |  |

1. HUMAN RESOURCES DEPARTMENT

|  |  |  |
| --- | --- | --- |
| **Step** | **Person / Function** | **Task** |
| 1 | [SPECIFY AND DESIGNATE THE PERSON OR FUNCTION TO BE ASSIGNED FOR THE TASK] | [SPECIFY THE TASK OR PROCEDURE TO BE DONE BY THE DESIGNATED PERSON AND/OR FUNCTION] |
| 2 |  |  |
| 3 |  |  |
| 4 |  |  |
| 5 |  |  |
| 6 |  |  |
| 7 |  |  |
| 8 |  |  |
| 9 |  |  |
| 10 |  |  |

1. EMPLOYEE AND PERSONNEL EDUCATION AND TRAINING

|  |  |  |
| --- | --- | --- |
| **Step** | **Person / Function** | **Task** |
| 1 | [SPECIFY AND DESIGNATE THE PERSON OR FUNCTION TO BE ASSIGNED FOR THE TASK] | [SPECIFY THE TASK OR PROCEDURE TO BE DONE BY THE DESIGNATED PERSON AND/OR FUNCTION] |
| 2 |  |  |
| 3 |  |  |
| 4 |  |  |
| 5 |  |  |
| 6 |  |  |
| 7 |  |  |
| 8 |  |  |
| 9 |  |  |
| 10 |  |  |

1. FRONT DESK OR RECEPTION

|  |  |  |
| --- | --- | --- |
| **Step** | **Person / Function** | **Task** |
| 1 | [SPECIFY AND DESIGNATE THE PERSON OR FUNCTION TO BE ASSIGNED FOR THE TASK] | [SPECIFY THE TASK OR PROCEDURE TO BE DONE BY THE DESIGNATED PERSON AND/OR FUNCTION] |
| 2 |  |  |
| 3 |  |  |
| 4 |  |  |
| 5 |  |  |
| 6 |  |  |
| 7 |  |  |
| 8 |  |  |
| 9 |  |  |
| 10 |  |  |

1. CASH MANAGEMENT

|  |  |  |
| --- | --- | --- |
| **Step** | **Person / Function** | **Task** |
| 1 | [SPECIFY AND DESIGNATE THE PERSON OR FUNCTION TO BE ASSIGNED FOR THE TASK] | [SPECIFY THE TASK OR PROCEDURE TO BE DONE BY THE DESIGNATED PERSON AND/OR FUNCTION] |
| 2 |  |  |
| 3 |  |  |
| 4 |  |  |
| 5 |  |  |
| 6 |  |  |
| 7 |  |  |
| 8 |  |  |
| 9 |  |  |
| 10 |  |  |

1. KITCHEN

|  |  |  |
| --- | --- | --- |
| **Step** | **Person / Function** | **Task** |
| 1 | [SPECIFY AND DESIGNATE THE PERSON OR FUNCTION TO BE ASSIGNED FOR THE TASK] | [SPECIFY THE TASK OR PROCEDURE TO BE DONE BY THE DESIGNATED PERSON AND/OR FUNCTION] |
| 2 |  |  |
| 3 |  |  |
| 4 |  |  |
| 5 |  |  |
| 6 |  |  |
| 7 |  |  |
| 8 |  |  |
| 9 |  |  |
| 10 |  |  |

1. PRODUCT AND SUPPLIES PROCUREMENT

|  |  |  |
| --- | --- | --- |
| **Step** | **Person / Function** | **Task** |
| 1 | [SPECIFY AND DESIGNATE THE PERSON OR FUNCTION TO BE ASSIGNED FOR THE TASK] | [SPECIFY THE TASK OR PROCEDURE TO BE DONE BY THE DESIGNATED PERSON AND/OR FUNCTION] |
| 2 |  |  |
| 3 |  |  |
| 4 |  |  |
| 5 |  |  |
| 6 |  |  |
| 7 |  |  |
| 8 |  |  |
| 9 |  |  |
| 10 |  |  |

1. FOOD PREPARATION

|  |  |  |
| --- | --- | --- |
| **Step** | **Person / Function** | **Task** |
| 1 | [SPECIFY AND DESIGNATE THE PERSON OR FUNCTION TO BE ASSIGNED FOR THE TASK] | [SPECIFY THE TASK OR PROCEDURE TO BE DONE BY THE DESIGNATED PERSON AND/OR FUNCTION] |
| 2 |  |  |
| 3 |  |  |
| 4 |  |  |
| 5 |  |  |
| 6 |  |  |
| 7 |  |  |
| 8 |  |  |
| 9 |  |  |
| 10 |  |  |

1. SANITATION AND CLEANLINESS

|  |  |  |
| --- | --- | --- |
| **Step** | **Person / Function** | **Task** |
| 1 | [SPECIFY AND DESIGNATE THE PERSON OR FUNCTION TO BE ASSIGNED FOR THE TASK] | [SPECIFY THE TASK OR PROCEDURE TO BE DONE BY THE DESIGNATED PERSON AND/OR FUNCTION] |
| 2 |  |  |
| 3 |  |  |
| 4 |  |  |
| 5 |  |  |
| 6 |  |  |
| 7 |  |  |
| 8 |  |  |
| 9 |  |  |
| 10 |  |  |

1. SAFETY

|  |  |  |
| --- | --- | --- |
| **Step** | **Person / Function** | **Task** |
| 1 | [SPECIFY AND DESIGNATE THE PERSON OR FUNCTION TO BE ASSIGNED FOR THE TASK] | [SPECIFY THE TASK OR PROCEDURE TO BE DONE BY THE DESIGNATED PERSON AND/OR FUNCTION] |
| 2 |  |  |
| 3 |  |  |
| 4 |  |  |
| 5 |  |  |
| 6 |  |  |
| 7 |  |  |
| 8 |  |  |
| 9 |  |  |
| 10 |  |  |

1. MARKETING

|  |  |  |
| --- | --- | --- |
| **Step** | **Person / Function** | **Task** |
| 1 | [SPECIFY AND DESIGNATE THE PERSON OR FUNCTION TO BE ASSIGNED FOR THE TASK] | [SPECIFY THE TASK OR PROCEDURE TO BE DONE BY THE DESIGNATED PERSON AND/OR FUNCTION] |
| 2 |  |  |
| 3 |  |  |
| 4 |  |  |
| 5 |  |  |
| 6 |  |  |
| 7 |  |  |
| 8 |  |  |
| 9 |  |  |
| 10 |  |  |

1. QUALITY ASSURANCE AND CONTROL

|  |  |  |
| --- | --- | --- |
| **Step** | **Person / Function** | **Task** |
| 1 | [SPECIFY AND DESIGNATE THE PERSON OR FUNCTION TO BE ASSIGNED FOR THE TASK] | [SPECIFY THE TASK OR PROCEDURE TO BE DONE BY THE DESIGNATED PERSON AND/OR FUNCTION] |
| 2 |  |  |
| 3 |  |  |
| 4 |  |  |
| 5 |  |  |
| 6 |  |  |
| 7 |  |  |
| 8 |  |  |
| 9 |  |  |
| 10 |  |  |