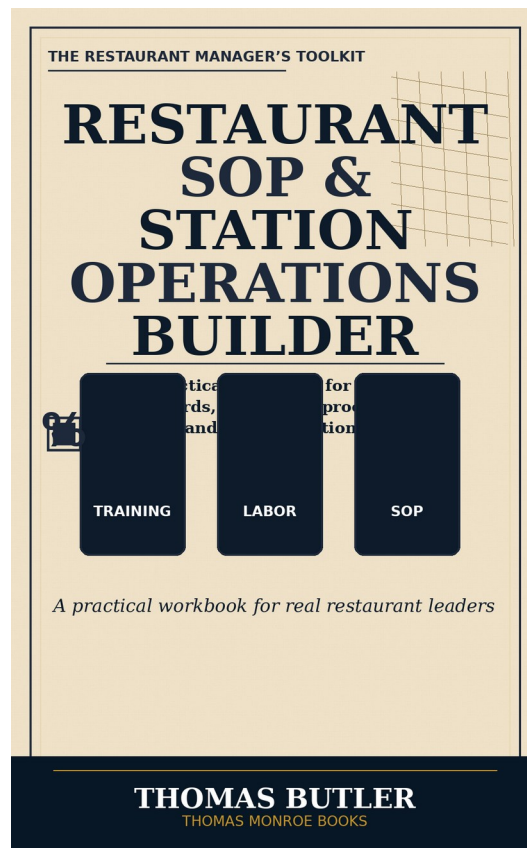


Restaurant SOP & Station Operations Builder

The Restaurant Manager's Toolkit, Book 3 - Sample Preview



A practical workbook for building restaurant SOPs, station standards, checklists, procedures, and daily operating systems.

This sample is a preview only. It is not the full book.

What this workbook helps a manager build

- Clear SOPs for repeated restaurant tasks.
- Station standards that trainers and managers can inspect.
- Opening and closing checklists.
- Food prep, cleaning, safety, and service procedure templates.
- Manager verification pages so standards are not only written but followed.

SOP Template - Position Task

SOP Field	Manager Entry
Task Name	
Position Responsible	
When This Task Happens	
Tools / Supplies Needed	
Step-by-Step Procedure	1. 2. 3.
Common Mistakes to Avoid	
Manager Verification Standard	

Station Opening Checklist

Station Standard	Done	Manager Initials
Station cleaned and sanitized	[]	
Required tools in place	[]	
Par levels checked	[]	
Labels and dates verified	[]	
Waste or shortages reported	[]	