

## Distribution of Work

A good manager will know when they can delegate a task or duty, and when it is best that they do it themselves. The chart below explains when and what you should delegate and when you need to keep control of a task.

Approach	Description	When to Use
Keep	Maintain authority and responsibility for completing a task or assignment.	<ul style="list-style-type: none"> <li>It is exclusively within your job description.</li> <li>No one is qualified.</li> <li>Boss said "YOU" should do it</li> </ul>
Delegate Task	Delegating responsibility for completing a well-defined task or assignment with little or no decision-making authority.	<ul style="list-style-type: none"> <li>No decisions are required.</li> <li>Person is not necessarily qualified to make decisions regarding the work.</li> <li>Task is highly structured</li> <li>Procedures are standardized</li> </ul>
Delegate Authority	Delegating responsibility for completing a well-defined task or assignment with shared authority or high-level of decision making authority.	<ul style="list-style-type: none"> <li>Decisions can be delegated.</li> <li>Person is qualified to make decisions regarding work</li> <li>There is a value in delegating for developmental purposes</li> <li>Training can be provided</li> </ul>
Pass Along	Passing along to another person a task or assignment that falls within his or her current job responsibilities	<ul style="list-style-type: none"> <li>Fits someone's current responsibility</li> <li>Was delegated to him or her previously</li> <li>Is part of someone's job description</li> </ul>

# Subway Restaurant Manager Training Manual

**United States. International Trade  
Administration**

## **Subway Restaurant Manager Training Manual:**

**Franchise Opportunities Handbook** United States. Domestic and International Business Administration, 1988 This is a directory of companies that grant franchises with detailed information for each listed franchise     **Franchise**

**Opportunities Handbook** ,1985 This is a directory of companies that grant franchises with detailed information for each listed franchise     *Franchise Opportunities Handbook* United States. International Trade Administration, 1988

**FRANCHISE OPPORTUNITIES HANDBOOK** ,1985     **Franchise Company Data for Equal Opportunity in Business**

,1988     **Franchise Opportunities Handbook** LaVerne Ludden, 1995-11 A complete guide for people who want to start their own franchise     **BNA's Americans with Disabilities Act Manual** ,2010     *The Manual of Occupations* Rutherford Hayes Platt, 1927

Restaurant Training Manual Jeffrey Schim, Donna L. Schim, 2016-04-02 Whether you are a new restaurant or an existing restaurant the restaurant training manual will be the perfect guide to train your management and staff members This guide covers all aspects of restaurant management and operations This training manual goes into detail on how to provide top notch customer service kitchen and food preparation tracking inventory and sales managing food and labor cost how to be prepared for emergencies and daily restaurant operations Use different sections in this manual to train cooks prep cooks dishwashers servers greeters bartenders and barbacks We recommend using the entire manual to train managers since they need to know all the areas in the restaurant The information in this manual has been used in many successful restaurants The material in this manual was created by individuals who worked in the restaurant industry and know how to create a thriving business with exceptional customer service The manual includes the following management topics Orientation Sexual Harassment Open Door Policy Minor Laws What Makes a Great Manager Manager Job Description Hiring and Termination Procedures Interviewing and Hiring Process Application and Hiring Do s and Don ts of Hiring Interviewing Process Suspending Terminating Employees The Manager s Walk through and Figure Eights Opening Closing Manager Responsibilities Opening Manager Responsibilities Closing Manager Responsibilities Restaurant Pre Shift Alley Rally Call Outs Communication Skills How to Read Body Language The Customer s Eyes How to Prevent Guest Complaints Guest Recovery Restaurant Safety Flow of Food Food Safety Allergens Time Temperature Food Borne Illness Cash Procedures Bank Deposits Manager Computer Functions Bookkeeping Management Cash Register Audits Management Safe Fund Audits Management Perpetual Inventory Audit Labor and Food Cost Awareness Food Cost Awareness Inventory Food Cost Awareness Theft Food Cost Awareness Preventive Measures Restaurant Prime Cost Restaurant Emergency Procedures Refrigerator Units Freezer Units Procedures Robberies Fires Responsibility of Owner Employer     **Red Book** ,1939

**International Year Book Number** ,1927     **Automobile Blue Book** ,1921     Sales Management ,1928     **Class and Industrial Marketing** ,1928     Photoplay ,1914     **Class** ,1927     *United States Economist, and Dry Goods Reporter* ,1912     *Catalogue of Title-entries of Books and Other Articles Entered in the Office of the Librarian of Congress, at*

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