

SOP – Backend Production - How to Check product before delivery Service

SOP - Backend - Back-Of-House Setup & Equipment Storage

SOP - Backend - Production, service and Order taking

SOP - Backend - Bill preparation and settlement

SOP - Backend - setup and Maintaining

SOP - Backend - service and Reception packages

SOP - Backend - Function Sheet / Bulk order (BEO)

SOP - Backend - Product Engineering and Cost Control

SOP - Backend - Post Duties Manager & Supervisor duties

SOP - Backend - Sales Correspondence Policy setup

SOP - Backend - Service or product sequence and Briefing before booking

SOP - Backend - Product Pick up or delivery service

SOP - Backend - Clear working table, and counter tables during service

SOP - Backend - Closing routine duties

SOP - Backend - Equipment Cleaning

SOP - Backend - Greeting guest or customer upon arrival

SOP - Backend - Processing product re order

SOP - Backend - Opening Routine

SOP - Backend - Setting up service or product concept

SOP - Backend - Store Requisition and inventory

SOP - Backend - Suggestive Selling and Upselling

SOP - Backend - Printing and signage order taking

SOP - F&B General - Guest, customer or vendor billing types and checks settlement

SOP - F&B General - Guidelines / Tips for conducting departmental meetings

SOP - F&B General - Handling guest complaints

SOP - F&B General - Lost Checks / POS Bills

SOP - F&B General – Discount Coupons / Offer Vouchers

SOP - F&B General – Staff Grooming

SOP - F&B General – Staff Hygiene

SOP - F&B General – Staff Reporting to Work

SOP - F&B Policy Setup - Departmental Meetings and Briefing

SOP - F&B Policy Setup – HTS Outlet Operating Hours

SOP – Backend - How to Pack the product / logistics Handling?

SOP – Backend - How to Clear Spots are errors?

SOP – Backend – How to fill in a Guest or customers Order?

SOP – Backend – How To Serve Mineral Water?

SOP – Backend – Service, training, reporting, complaints Sequence

SOP – Backend - Delivering products orders

SOP – Backend - Departmental policy setup

SOP – Backend - Order taking tips

SOP – Backend - Preset raw materials and hardware's