**A More Concise Employee Handbook for Bonefish Grill Restaurant**

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**Introduction**

In the 2012 summer, I began my job working at Bonefish Grill as a server and had a particularly difficult time getting started because of the complicated employee handbook I was given. The manual is very long, poorly organized, and filled with very wordy information that does not pertain to the restaurant or newly acquired workers. Also it is lacking a table of contents, which would help the reader be able to move throughout the handbook for effectively. My plan is to create a new and improved employee handbook that is much simpler and organized in a way that is easily understood by staff.

 **The Need for a New Employee Handbook**

Bonefish Grill is a highly recognized restaurant known throughout the United States for its excellent food and classy service. As a waiter I was shocked to find such a sloppy unprofessional employee handbook from such a classy place. It was not only me that found it hard to understand but after talking with several of the other employees they agreed they had a very difficult understanding the handbook and failed several of the mandatory tests to become a waiter or waitress there.

Much of the book is filled with information about other Bonefish restaurants and how each location has differently ways of operating which is particularly confusing. The manual is very long, going page after page, with long paragraphs with very few headings or breaks. Overall the document is way to lengthy and needs to be a more concise, easier to read employee manual so that the employees have the best chance to be successful in their field of work.

**A New Handbook for Bonefish Grill**

A way to help Bonefish Grill employees understand the employee handbook and become acquainted to there new job best would be to create a new manual with only the important information. The manual would look much more professional and be filled with a brief history of the restaurant, all the rules and guidelines to working, and of course the menu. There will be a nice cover with the logo on the front and begin with a table of contents unlike the first manual. There will be a table of contents so that employees can find what they are looking for more easily. This is a preview of the format:

 *Table of Contents*

 Chapter 1: History and Ownership

 Chapter 2: Proper Order Taking Procedure

 Chapter 3: Dress Policy

Chapter 4: Teamwork

 Chapter 5: Opening and Closing Restaurant

 Chapter 6: Menu

This is just a very brief view of what the new employee handbook will look like. It will be filled with many sub headings and a much better format then used before. This new manual will guarantee clarity by everyone who reads it and will lead to a more successful labor force.

**Qualifications**

I have worked for Bonefish Grill for three months and have also worked at Mellow Mushroom as a waiter. I have experienced several different managers, along with numerous different waiters and waitresses. My time with Bonefish Grill has made me become very familiar with the companies goals and values which is significant when creating a new employee manual.

I am also a student at the University of North Texas studying to get my marketing degree. In the time spent in school, I have taken an English 1 writing course along with Technical Writing. These two classes have taught me the keys to writing formal documents such as this and how to be affective in communicating to my reader.

**Conclusion**

A new and improved employee handbook that is affective in portraying the information the owner wants the employees to know will lead to easier understanding for the newly acquired staff and a faster transition to them being hired. Ultimately the restaurants goal is to earn as much profit as possible and creating this new document will lead to an increase in income. The servers will know their jobs more clearly and Bonefish Grill will be able to hire a new staff much more effectively.