

MANUAL DE PROCEDIMIENTOS BURGER KING

PROCEDIMIENTOS GENERALES

- **Gerente de Distrito (MUM):** A su cargo una zona con una cantidad de restaurantes, se encarga de monitorear operaciones, y finanzas de la tienda, así como también modelar el ejemplo, "El Deber Ser", proyecta la sobera del Líder en todo momento y está al tanto de todo lo nuevo en cuanto a operatividad de BK^C.
- **Gerente General (GGR):** Es el Líder de restaurante, se encarga de llevar operatividad, inventarios y su personal, delega y hace seguimiento a las funciones asignadas a su equipo gerencial. Esta constantemente monitoreado por su MUM, este debe tener aprobado FOUNDATIONS y SERV SAFE.
- **Gerentes de Turno (GR):** Dentro de la organización de los Gerentes de Turno existe la figura de un primer asistente de Gerente General, en este caso es la persona con más tiempo en la empresa, que sigue la sombra de su Líder y tiene funciones administrativas, debe haber aprobado FOUNDATIONS y SERV SAFE, y es la primera persona postulada al cargo de Gerente General, en caso de nuevas Aperturas, o se encarga de la tienda dado el caso que se note la ausencia del Gerente General de la misma. El Gerente de Turno de la tienda debe cumplir funciones operativas, aplicar formatos que garanticen turnos rentables y está entrenando constantemente hombro a hombro a su equipo de colaboradores.
- **Sub Gerente en Capacitación – Líder de Área:** Es el principal postulado al cargo de Gerente de Turno, se desempeña como Líder de restaurante, y cumple funciones gerenciales como llenar lista de verificación de 12 Factores Críticos (Lista de Chequeo), se le inducen funciones administrativas básicas, dirige al grupo, hombro a hombro con un gerente de turno, este debe llenar su libro de FOUNDATIONS y prepararse para presentar el examen en línea, luego de haber entregado exámenes de experto por estaciones del restaurante así como también Record de Entrenamiento.

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Table of Contents Burger King Instruction Manual

1. Understanding the eBook Burger King Instruction Manual
 - The Rise of Digital Reading Burger King Instruction Manual
 - Advantages of eBooks Over Traditional Books
2. Identifying Burger King Instruction Manual
 - Exploring Different Genres
 - Considering Fiction vs. Non-Fiction
 - Determining Your Reading Goals
3. Choosing the Right eBook Platform
 - Popular eBook Platforms
 - Features to Look for in an Burger King Instruction Manual
 - User-Friendly Interface
4. Exploring eBook Recommendations from Burger King Instruction Manual

- Personalized Recommendations
- Burger King Instruction Manual User Reviews and Ratings
- Burger King Instruction Manual and Bestseller Lists

5. Accessing Burger King Instruction Manual Free and Paid eBooks
 - Burger King Instruction Manual Public Domain eBooks
 - Burger King Instruction Manual eBook Subscription Services
 - Burger King Instruction Manual Budget-Friendly Options
6. Navigating Burger King Instruction Manual eBook Formats
 - ePUB, PDF, MOBI, and More
 - Burger King Instruction Manual Compatibility with Devices
 - Burger King Instruction Manual Enhanced eBook Features
7. Enhancing Your Reading Experience
 - Adjustable Fonts and Text Sizes of Burger King Instruction Manual
 - Highlighting and Note-Taking Burger King Instruction Manual
 - Interactive Elements Burger King Instruction Manual
8. Staying Engaged with Burger King Instruction Manual
 - Joining Online Reading Communities
 - Participating in Virtual Book Clubs
 - Following Authors and Publishers Burger King Instruction Manual
9. Balancing eBooks and Physical Books Burger King Instruction Manual
 - Benefits of a Digital Library
 - Creating a Diverse Reading Collection Burger King Instruction Manual
10. Overcoming Reading Challenges
 - Dealing with Digital Eye Strain
 - Minimizing Distractions
 - Managing Screen Time
11. Cultivating a Reading Routine Burger King Instruction Manual
 - Setting Reading Goals Burger King Instruction Manual
 - Carving Out Dedicated Reading Time
12. Sourcing Reliable Information of Burger King Instruction Manual

- Fact-Checking eBook Content of Burger King Instruction Manual
- Distinguishing Credible Sources

13. Promoting Lifelong Learning

- Utilizing eBooks for Skill Development
- Exploring Educational eBooks

14. Embracing eBook Trends

- Integration of Multimedia Elements
- Interactive and Gamified eBooks

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