

Task Title:

Creating and Calculating a Restaurant Bill_EP_A2.3_B3.2a_B3.3b_C1.2_D.3



Task Title: Creating and Calculating a Restaurant Bill

OALCF Cover Sheet – Learner Copy

Learner Name: _____

Date Started: _____

Date Completed: _____

Successful Completion: Yes ☐ No ☐

Goal Path: Employment ☐ Apprenticeship ☐

Secondary School ☐ Post Secondary ☐ Independence ☐

Task Description: Learner will complete and calculate the restaurant bill for several tables of guests.

Main Competency/Task Group/Level Indicator:

- Find and Use Information/Interpret documents/A2.3
- Communicate Ideas and Information/Complete and create documents/B3.2a and B3.3b
- Understand and Use Numbers/Manage money/C1.2
- Use Digital Technology/D.3

Materials Required:

- Pen/pencil and paper and/or digital device
- Calculator or digital device with calculator function (optional)
- Computer and printer

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CreatingandCalculatingaRestaurantBill_EP_A2.3_B3.2a_B3.3b_C1.2_D.3

Learner Information

As a server, you are required to keep track of what people order and how much their meal costs. Throughout the time that you are serving the customer, you need to keep an accurate record of each purchase and menu choice that the customer makes to prepare the bill for them when they are ready to leave. Gratuity or tips are calculated on the total bill usually before taxes and represent an average tipping amount of 20%. Tipping or gratuities are dependent on the service you provide for your guests.

Scan the Menu Prices and Preparing a Bill chart.

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Menu Prices for Harbour Restaurant

**123 Harbour Street,
Anytown Ontario, A3A 2A3**

All items of each category are the same price. For example, the restaurant may offer several different types of soups, but they are all the same price, all desserts are at the same price, etc. If there is a different price for the item it will be indicated separately.

Food Items	
Soup	\$4.50
Salad	\$6.95
Appetizer	\$8.50
Beef Main Course	\$22.00
Fish Main Course	\$19.00
Chicken Main Course	\$16.50
Pasta Main Course	\$17.00
Vegetarian Main Course	\$16.50
Desserts	\$6.00
Fresh Fruit Desserts	\$5.00
Tea/Coffee	\$1.50

Wines	
Red Wine	
Bottle	\$26.00
½ Bottle	\$16.00
White Wine	
Bottle	\$24.00
½ Bottle	\$14.00
Digestifs/ After Dinner Liqueurs	
1 ½ oz.	\$6.00
Taxes	
13% on all food items	
15% on all liquor items	

Determine your average gratuity by multiplying the total amount of food and alcohol costs before taxes by 20%. This represents an average tipping amount and is very much dependent on your service.

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Preparing a Bill

Table #1 6 People 4 appetizers 2 soups 6 salads 2 chicken main courses 3 vegetarian main courses 1 beef main course 3 desserts 4 coffees 2 teas 2 bottles of White Wine	Table #4 4 People 3 soups 4 appetizers 4 salads 2 beef main course 2 fish main course 3 desserts 1 fresh fruit dessert 4 teas ½ bottle red wine ½ bottle white wine
Table #2 2 People 2 soups 2 appetizers 1 beef main course 1 fish main course 2 teas ½ bottle of White Wine	Table #5 12 People 12 soups 12 salads 6 beef main course 6 chicken main courses 12 desserts 8 coffees 4 teas 2 bottles red wine 2 bottles white wine
Table #3 8 People 8 soups 8 salads 2 beef main course 3 fish main course 1 vegetarian main course 1 chicken main course 1 pasta main course 2 teas 6 coffees 5 desserts 2 fresh fruit desserts 1 bottle white wine 1 bottle red wine 3 digestifs (after dinner liqueurs)	Table #6 2 People 2 soups 2 appetizers 2 fish main course 2 fresh fruit desserts 2 teas 1 bottle white wine 2 digestifs (After dinner liqueurs)

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Work Sheet

Task 1: Use a table on the computer to create a bill template. Use the following information as the headings in the bill:

- **Name and address of the restaurant**
- **The date**
- **Server name - use your name**
- **Number of guests at the table**
- **Number and name of menu items ordered**
- **Price per menu item**
- **Total for each menu item**
- **Taxes - both alcohol and food**
- **Total amount of bill**
- **Potential gratuity**

Print out 6 copies of the template you created to complete Task 2.

Answer: No written response required here.

Task completed on computer: Yes ☐ No ☐

Task 2: Prepare one bill for each table of guests you served. Everyone at the table is on the same bill. Complete each bill including the menu items and the total price for each item.

Calculate the total of each bill using the amounts and taxes in the menu prices. Calculate your potential gratuity of 20% for each bill before taxes.

Answer: No written response required here.

Task completed: Yes ☐ No ☐