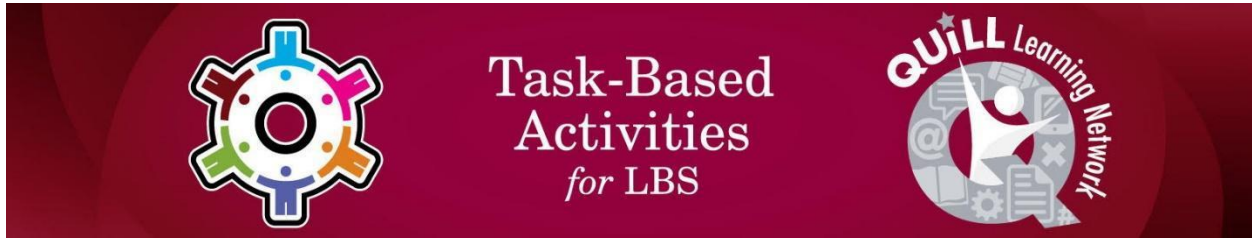


Task Title:  
CreatingandCalculatingaRestaurantBill\_EP\_A2.3\_B3.2a\_B3.3b\_C1.2\_D.3



## Task Title: Creating and Calculating a Restaurant Bill

OALCF Cover Sheet – Practitioner 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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## 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.

<b>Food Items</b>	
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

<b>Wines</b>	
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
<b>Taxes</b>	
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**

<p><b>Table #1</b> <b>6 People</b></p> <p>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</p>	<p><b>Table #4</b> <b>4 People</b></p> <p>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</p>
<p><b>Table #2</b> <b>2 People</b></p> <p>2 soups 2 appetizers 1 beef main course 1 fish main course 2 teas ½ bottle of White Wine</p>	<p><b>Table #5</b> <b>12 People</b></p> <p>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</p>
<p><b>Table #3</b> <b>8 People</b></p> <p>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)</p>	<p><b>Table #6</b> <b>2 People</b></p> <p>2 soups 2 appetizers 2 fish main course 2 fresh fruit desserts 2 teas 1 bottle white wine 2 digestifs (After dinner liqueurs)</p>

Task Title:

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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

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**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

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Task Title:

CreatingandCalculatingaRestaurantBill\_EP\_A2.3\_B3.2a\_B3.3b\_C1.2\_D.3

## Answers

**Task 1: Use a table on the computer to create a bill template. Print out 6 copies of the template you created to complete Task 2.**

Answer: There should be 6 copies of a bill template printed off. The template should include: the name and address of the restaurant, and locations for the date, server name (learner), number of guests at table, menu items, price per menu item, total for each menu item, taxes (alcohol and food), total amount of bill, and potential gratuity.

**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 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:

For each table, a bill will be prepared with the restaurant name and address at the top:

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

Learner name (server) and date should also be written on each bill.

Calculations for each bill are:

### Table #1, 6 People

4 appetizers	\$34.00
2 soups	\$9.00
6 salads	\$41.70
2 chicken main courses	\$33.00
3 vegetarian main courses	\$49.50
1 beef main course	\$22.00
3 desserts	\$18.00
4 coffees	\$6.00
2 teas	\$3.00
2 bottles of White Wine	\$48.00

Task Title:

Creating and Calculating a Restaurant Bill\_EP\_A2.3\_B3.2a\_B3.3b\_C1.2\_D.3

Food subtotal:	\$216.20
Food tax:	\$28.11
Liquor subtotal:	\$48.00
Liquor tax:	\$7.20
<b>Bill Total</b>	<b>\$299.51</b>
<b>Potential Gratuity</b>	<b>\$52.84</b>

**Table #2, 2 People**

2 soups	\$9.00
2 appetizers	\$13.90
1 beef main course	\$22.00
1 fish main course	\$19.00
2 teas	\$3.00
½ bottle of White Wine	\$14.00
Food subtotal:	\$66.90
Food tax:	\$8.70
Liquor subtotal:	\$14.00
Liquor tax:	\$2.10
<b>Bill Total</b>	<b>\$91.70</b>
<b>Potential Gratuity</b>	<b>\$16.18</b>

**Table #3, 8 People**

8 soups	\$36.00
8 salads	\$55.60
2 beef main course	\$44.00
3 fish main course	\$57.00
1 vegetarian main course	\$16.50
1 chicken main course	\$16.50
1 pasta main course	\$17.00
2 teas	\$66.90
6 coffees	\$8.70
5 desserts	\$30.00
2 fresh fruit desserts	\$10.00
1 bottle white wine	\$24.00
1 bottle red wine	\$26.00
3 digestifs	\$18.00

Task Title:

Creating and Calculating a Restaurant Bill\_EP\_A2.3\_B3.2a\_B3.3b\_C1.2\_D.3

Food subtotal:	\$294.60
Food tax:	\$38.30
Liquor subtotal:	\$68.00
Liquor tax:	\$10.20
<b>Bill Total</b>	<b>\$411.10</b>
<b>Potential Gratuity</b>	<b>\$72.52</b>

**Table #4, 4 People**

3 soups	\$13.50
4 appetizers	\$34.00
4 salads	\$27.80
2 beef main course	\$44.00
2 fish main course	\$38.00
3 desserts	\$18.00
1 fresh fruit dessert	\$5.00
4 teas	\$6.00
½ bottle red wine	\$16.00
½ bottle white wine	\$14.00
Food subtotal:	\$186.30
Food tax:	\$24.22
Liquor subtotal:	\$30.00
Liquor tax:	\$4.50
<b>Bill Total</b>	<b>\$245.02</b>
<b>Potential Gratuity</b>	<b>\$43.26</b>

**Table #5, 12 People**

12 soups	\$54.00
12 salads	\$83.40
6 beef main course	\$132.00
6 chicken main courses	\$99.00
12 desserts	\$72.00
8 coffees	\$12.00
4 teas	\$6.00
2 bottles red wine	\$52.00
2 bottles white wine	\$48.00



Task Title:

CreatingandCalculatingaRestaurantBill\_EP\_A2.3\_B3.2a\_B3.3b\_C1.2\_D.3

Food subtotal:	\$458.40
Food tax:	\$59.59
Liquor subtotal:	\$100.00
Liquor tax:	\$15.00
<b>Bill Total</b>	<b>\$632.99</b>
<b>Potential Gratuity</b>	<b>\$111.68</b>

**Table #6, 2 people**

2 soups	\$9.00
2 appetizers	\$13.90
2 fish main course	\$38.00
2 fresh fruit desserts	\$10.00
2 teas	\$3.00
1 bottle white wine	\$24.00
2 digestifs	\$12.00
Food subtotal:	\$73.00
Food tax:	\$9.61
Liquor subtotal:	\$36.00
Liquor tax:	\$5.40
<b>Bill Total</b>	<b>\$124.91</b>
<b>Potential Gratuity</b>	<b>\$21.98</b>

Task Title:

CreatingandCalculatingaRestaurantBill\_EP\_A2.3\_B3.2a\_B3.3b\_C1.2\_D.3

### Performance Descriptors

Levels	Performance Descriptors	Needs Work	Completes task with support from practitioner	Completes task independently
A2.3	integrates several pieces of information from documents			
	compares or contrasts information between two or more documents			
	uses layout to locate information			
	identifies the purpose and relevance of documents			
	identifies sources, evaluates and integrates information			
B3.2a	uses layout to determine where to make entries			
	begins to make some inferences to decide what information is needed, where and how to enter the information			
	makes entries using a limited range of vocabulary			
	follows instructions on documents			

Task Title:

CreatingandCalculatingaRestaurantBill\_EP\_A2.3\_B3.2a\_B3.3b\_C1.2\_D.3

Levels	Performance Descriptors	Needs Work	Completes task with support from practitioner	Completes task independently
B3.3b	follows conventions to display information in more complex documents (e.g. use of abbreviations, symbols)			
	sorts entries into categories and subcategories			
	displays many categories of information			
	identifies parts of documents using titles, row and column headings, sub-headings and labels			
C1.2	calculates using numbers expressed as whole numbers, fractions, decimals, percentages and integers			
	calculates percentages			
	interprets and applies rates (e.g. \$/kg, \$/1)			
	selects appropriate steps to reach solutions			
	represents costs and rates using monetary			

Task Title:

CreatingandCalculatingaRestaurantBill\_EP\_A2.3\_B3.2a\_B3.3b\_C1.2\_D.3

Levels	Performance Descriptors	Needs Work	Completes task with support from practitioner	Completes task independently
	symbols, decimals and percentages			
D.3	experiments and problem-solves to achieve the desired results			
	manages unfamiliar elements (e.g. vocabulary, context, topic) to complete tasks			
	selects appropriate software when required by the task			
	identifies sources, evaluates and integrates information			

This task: Was successfully completed  Needs to be tried again

Learner Comments:

Instructor (print):

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Learner (print):

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