

Task Title: Creating and Calculating a Restaurant Bill

# OALCF Cover Sheet – Practitioner Copy

**Learner Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date Started:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date Completed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

|  |  |  |
| --- | --- | --- |
| **Goal Path:** | Employment | Apprenticeship |
| Secondary School | Post Secondary | Independence |

**Successful Completion:**  Yes No

**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

# 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.

**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  ½ Bottle | $26.00  $16.00 |
| White Wine  Bottle  ½ Bottle | $24.00  $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.

**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) |

# 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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# 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 meu 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  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  Food subtotal:  Food tax:  Liquor subtotal:  Liquor tax:  **Bill Total**  **Potential Gratuity** | $34.00  $9.00  $41.70  $33.00  $49.50  $22.00  $18.00  $6.00  $3.00  $48.00  $216.20  $28.11  $48.00  $7.20  **$299.51**  **$52.84** |

**Table #2, 2 People**

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

**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  Food subtotal:  Food tax:  Liquor subtotal:  Liquor tax:  **Bill Total**  **Potential Gratuity** | $36.00  $55.60  $44.00  $57.00  $16.50  $16.50  $17.00  $66.90  $8.70  $30.00  $10.00  $24.00  $26.00  $18.00  $294.60  $38.30  $68.00  $10.20  **$411.10**  **$72.52** |

**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  Food subtotal:  Food tax:  Liquor subtotal:  Liquor tax:  **Bill Total**  **Potential Gratuity** | $13.50  $34.00  $27.80  $44.00  $38.00  $18.00  $5.00  $6.00  $16.00  $14.00  $186.30  $24.22  $30.00  $4.50  **$245.02**  **$43.26** |

**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    Food subtotal:  Food tax:  Liquor subtotal:  Liquor tax:  **Bill Total**  **Potential Gratuity** | $54.00  $83.40  $132.00  $99.00  $72.00  $12.00  $6.00  $52.00  $48.00  $458.40  $59.59  $100.00  $15.00  **$632.99**  **$111.68** |

**Table #6, 2 people**

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

# 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 |  |  |  |
| 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 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): Learner (print):

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