

Security Workbook Questions KEY

1. If you are the opening manager, what is the first thing you should do when you arrive at the restaurant? **Administrative Guide > Security Intro > Opening Procedures**

Drive around the restaurant and inspect all outside areas before leaving the vehicle.

2. What guidelines should you follow to reduce the risk of poor visibility into the restaurant at night? **Administrative Guide > Security Intro**

- **Never block the view into the restaurant by crowding front windows with signs, hanging plants, etc.**
- **Keep blinds open after dark.**
- **Keep all entrances, exits, and parking areas well lighted.**
- **Keep shrubs around buildings low and well trimmed.**

3. Who is allowed to be assigned restaurant keys? **Administrative Guide > Security Intro**

Only Certified Restaurant Managers, Certified Assistant Managers, and Certified Breakfast Lead Persons (who have passed a background check and a drug test) should carry keys to the restaurant. Co-workers are never allowed to have keys.

4. What rules apply to the back door security? **Administrative Guide>Security Intro**

- **The back door must remain locked with the panic bar and alarms activated at all times unless opened by a member of the Management team. Recognized vendors must identify themselves at the front door before the back door may be unlocked and deliveries accepted.**

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- The last trash must be taken out one hour before closing. Also, during the last hour prior to closing, the back door may only be opened for a scheduled MBM delivery or a service requiring after-hours entry by a recognized vendor.
 - The “Stop—Door Opened Only by Management” decal and a height indicator strip must be placed on either the back door or the doorframe.
5. List five rules that apply to the front door security? **Administrative Guide > Security Intro**
1. The front doors must remain locked until 15 minutes before opening, except to let in scheduled Co-workers.
 2. The front doors must remain locked immediately after closing the restaurant, except to let Co-workers out.
 3. Keep front doors usable in case of emergency. Never chain, padlock, block or otherwise restrict access to them.
 4. A height indicator strip must be placed on either the front door or the doorframe.
 5. Co-workers must arrive for work and leave work through the front door and friends and family are not allowed in the restaurant after closing.
6. List five ways to reduce cash handling risks: **Administrative Guide>Security > Cash Security Standards**
1. Use an armored car service for all bank deposits.
 2. Count all money in the office with the door closed.
 3. Open the safe only with the office door closed.
 4. Do not cash Co-worker checks.
 5. Do not loan your keys to anyone.

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7. How often should a cash pull be completed, and what is the maximum dollar amount that each cash drawer should be reduced to? **Administrative Guide > Security > Cash Security Standards**

Reduce the cash in the cash drawer hourly to a maximum of \$400.00.

8. Who should be contacted first after a robbery? **Administrative Guide > Security > Robbery Procedures**

The police are called immediately after the robbers leave.

9. After a robbery, if the police ask how much money was stolen, what should you say? **Administrative Guide > Security > Robbery Procedures**

Tell them it was an undetermined amount. You do not have to tell the police how much cash was stolen.