

# PREPARING THE TABLE



Table preparation is one of the most important and main key to make good and best service. Service is the main key to bring reputation of your business and mainly in Restaurant and Hotel Business. Every F&B service holder has to be sure about his/her table preparation before starting his/her service.

However, all of us who are involved with F&B Service have to know some point to table preparation. And must make sure about your table before starting your service.

## Principles of Preparing Covers

Each table cover needs space of 24 to 30 inches wide.

Crockery and cutlery must be placed 2 inches away from the edge of the table.

Knives are placed on the right of the dinner plate whereas forks are placed on the left.

Butter knife is placed on the side plate.

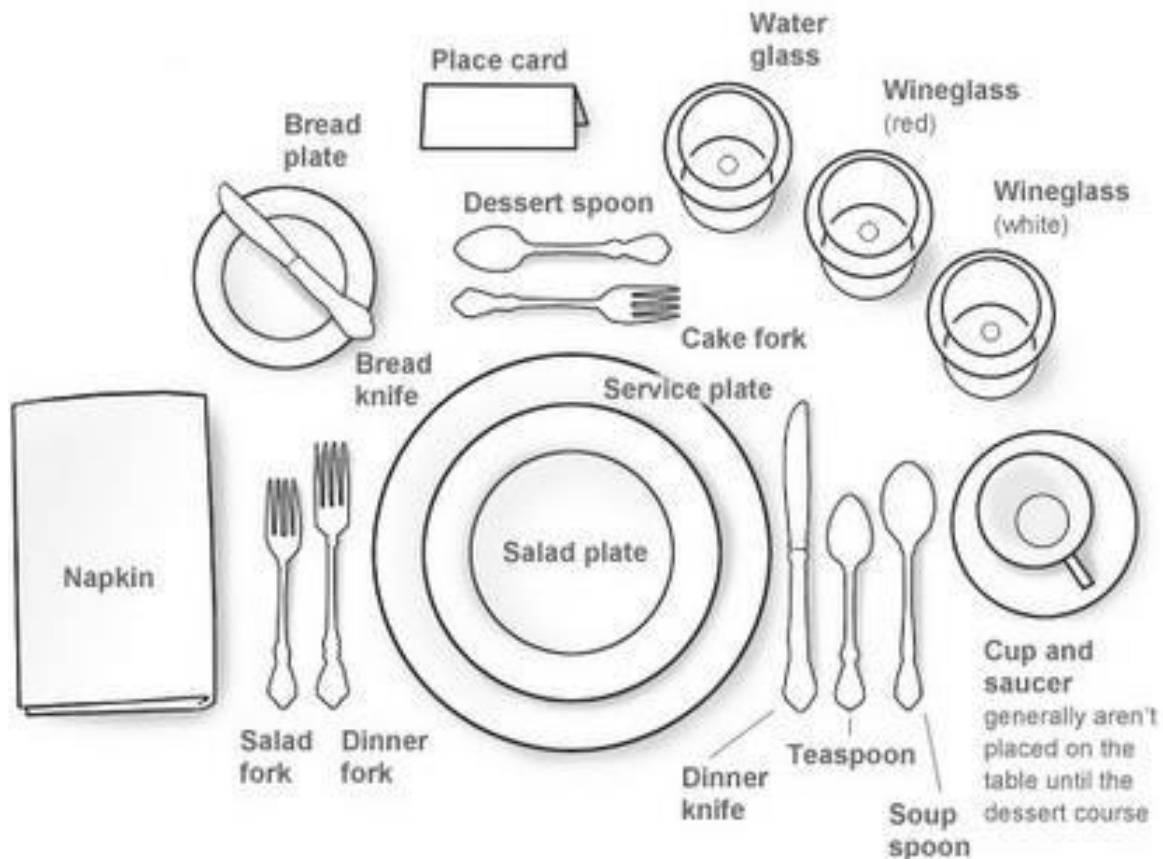
The cutting edge of the knives must be towards the plate.

Table napkin must be neatly folded and placed on the side plate.

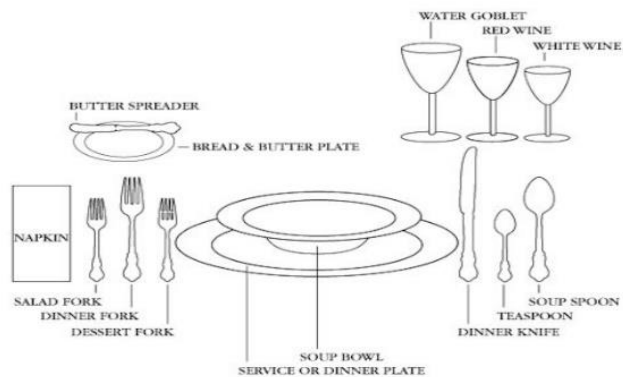
## Setting Table for Formal Dining

This type of table setup is required for formal events like corporate lunch or dinner, or a wedding party. The formal dining contains multiple courses and second helpings are not offered.

This table setup looks as follows -



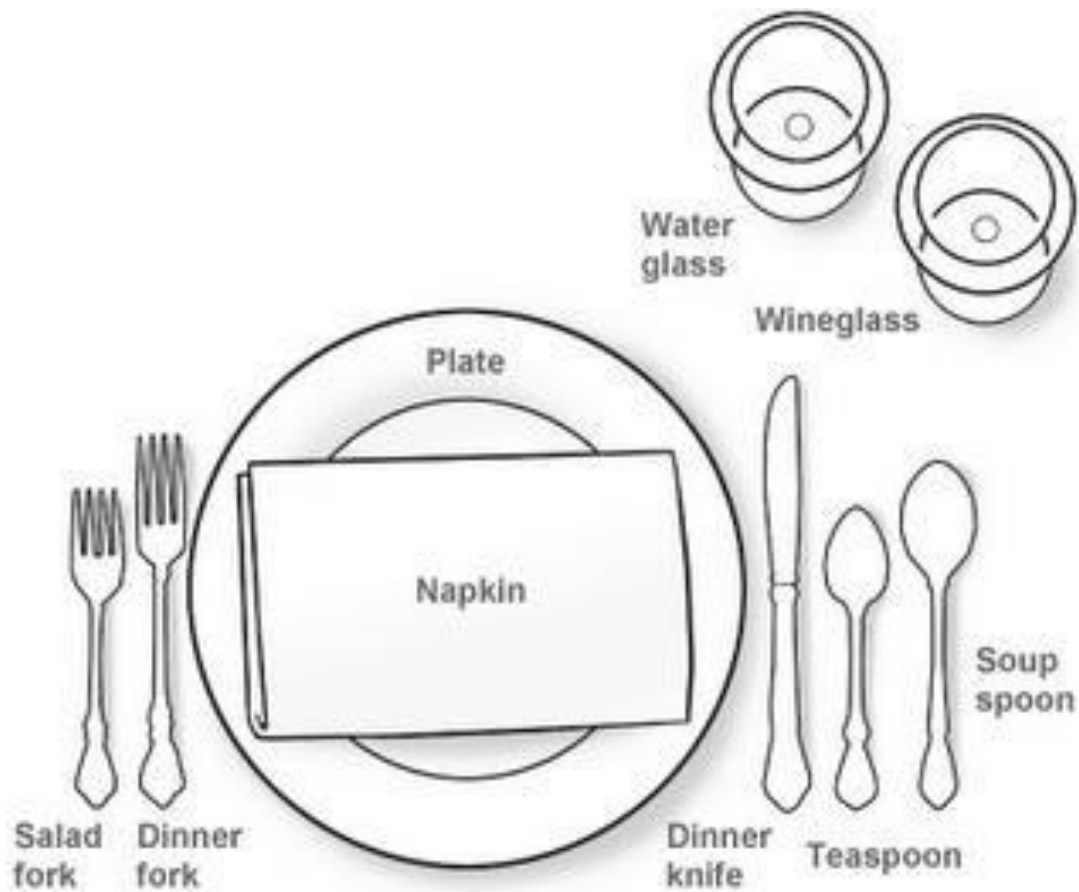
### Formal Dinner Place Setting



*Prepared by: Cheryl Y.*

## Setting Table for Casual Dining

This table setup is required for informal events like holiday parties and family gatherings. Casual dining can contain multiple courses and service staff offers or serves second rounds of helping when a guest requests for it. This table setup appears as follows -

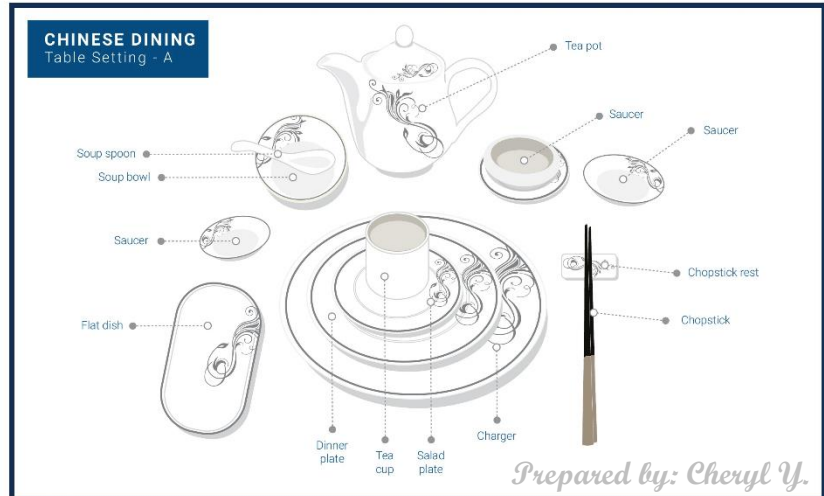


# Chinese Setting

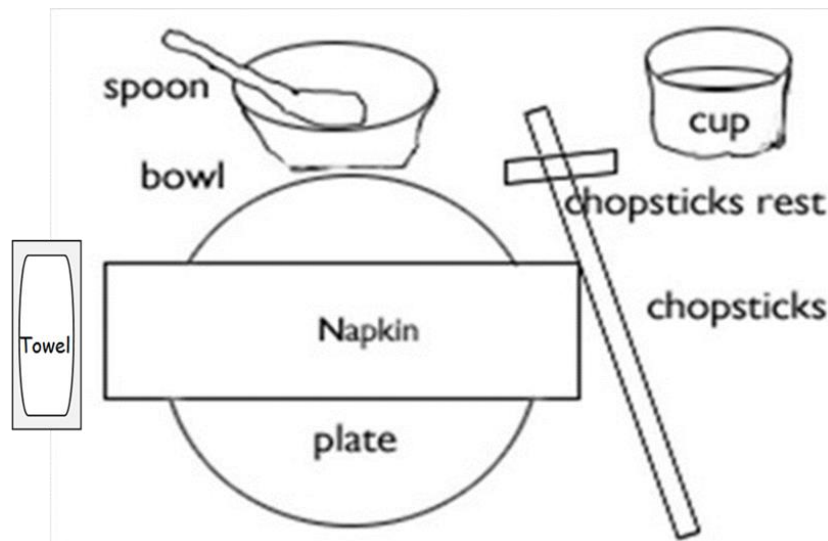
## Chinese Table Setting and Utensils

Starting at the left and working around, you'll find the following items. Below, is an explanation of what each of these is used for.

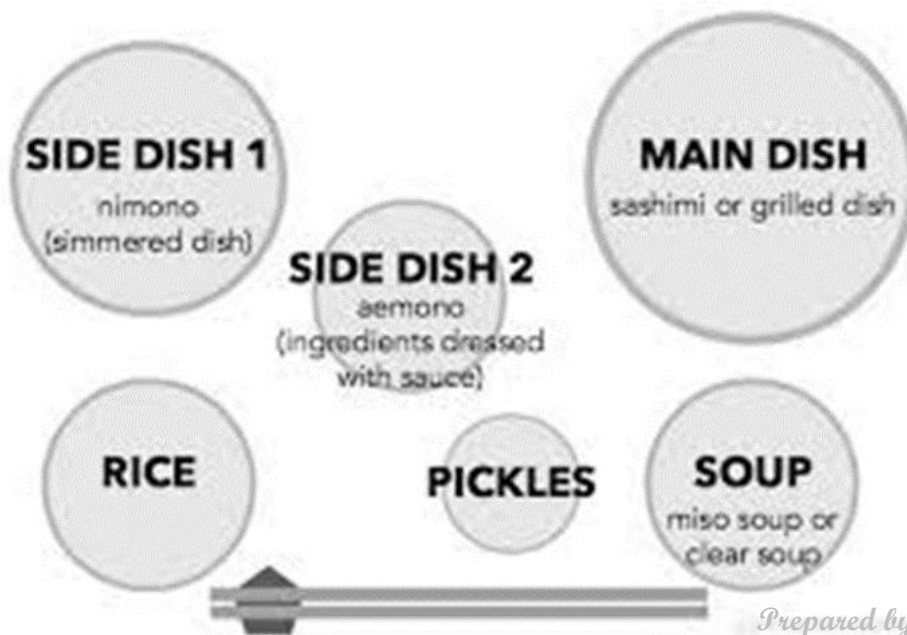
- Wet washcloth
- Bowl with spoon
- Small sauce bowl
- Wine goblet
- Tea glass/tea cup
- Spoon and chopsticks
- Plate
- Cloth napkin / linen



\* Note : this set is probably the maximum number of items you'll have at your table. Depending on the simplicity of the restaurant, you may find only the bowl, plate and a set of chopsticks.



# Japanese basic table setting



When few tasks in an organization are required to be conducted repetitively, it is a good idea to generate a set of Standard Operating Procedures (SOPs). These make the tasks in hand easy and effective, and save a great deal of time and effort.

SOPs also help to train the staff and avoid silly errors.

Let us understand a few important SOPs set in F&B service establishments -

## Laying Out a Guest Table

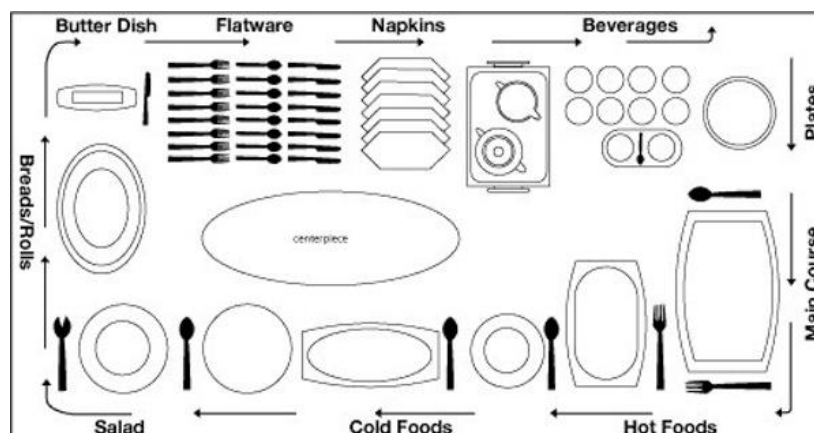
The procedure is as follows -

- ❑ Check the table linen for cleanliness and spread it on the table neatly to remove wrinkles.
- ❑ Replace the table soiled linen if required.
- ❑ Ensure the dining type before the setting table layout: Formal or Informal.

## Setting a Buffet Table

This set up is required for catering to large groups of people. Buffet table setting can be done in numerous ways depending upon the size and shape of the place, the menu, and the number of guests.

- The food items are placed in a sequence from lightest to heaviest, starters to desserts, or coolest to warmest.
- Cutlery is placed on the guest tables.
- Glasses, cups, and saucers are placed on a separate table to avoid congestion.
- Table decoration pieces are placed such that they do not interfere with the food items.
- Plates are stacked not more than 15 plates per stack.
- Paper napkins are placed between the plates.



*Prepared by: Cheryl Y.*

## Preparing Condiments

The condiments are kept according to the theme of the F&B service. For example, if the establishment is serving Italian food, the staff needs to prepare shakers of dried herbs, salt, and pepper flakes. In European restaurants, they typically keep salt, sugar, and pepper as basic condiments.

When the guests leave the tables, the serving staff needs to check the condiment containers and replenish them if required.

## Preparation Briefing

The objective of Food and Beverage Service Briefing is to provide and update information for all F&B associates commencing the shift.

It is the policy of the F&B Department; a service briefing is conducted before every shift in each outlet. The purpose of this policy is to communicate relevant information to service associates and to ensure a professionally operating outlet.

- Shortly before the service of a meal period starts (Breakfast, Lunch, and Dinner) a service briefing must be organized by the Manager or Captain. The briefing should be short and concise not exceeding 10-15 minutes.

### The briefing should inform these topics:

- Station allocation for all associates
- Daily special by consulting the Chef therefore, one special every day in every outlet and the Gourmet menu at the Restaurant.
- Special drinks; always recommend 3 drinks.  
One glass of sparkling wine or rose, one non-alcoholic cocktail, and one alcoholic cocktail
- Two to three open wines to promote.

During briefing explain individual items and ask specific questions to ensure the comprehension of given explanations.

- VIP, repeated guests or other guests who need special attention.
- Reservations including table assignments and special remarks.
- Who is up selling wines (besides the managers and captains)?
- New instructions, memos, birthdays and information issued by the management.

- Target sales to achieve and what the outlet has achieved the day before.
- Non-available food items.
- Non-available wines.
- One negative (to be improved issue) followed by one positive remark from the day before.

Extend the briefing by doing training of 10 - 15 minutes before or after the briefing.



## **Complete Food & Beverage Linen Service**

Whether it be a chic coffee bar, a quaint pastry café or an upscale bar when table linens are used the atmosphere is more elegant. Order an espresso or a cocktail and take note of the beverage linen service. Establishments with linen service also have an eye for quality and want to provide stellar customer service.

Quality is important to customers. The immaculate tablecloths and napkins at each table, the crisp, clean aprons of the wait-staff must be fresh and ready to go at all times. In addition, the assortment of towels in use behind the counter impacts the load of linen produced daily. The ever revolving, subtle flow of linen service each day is a job.





Quality Guest Linen offers a broad range of services to cover tabletop, napkins, aprons, and kitchen/bar towels typically considered beverage linen services. We realize your beverage linen service is an important component of your

business success. Therefore, our goal is to provide seamless customer service to ensure your establishment looks good from all aspects. The overall quality and ambiance of the establishment is at stake if there is a spot on an otherwise clean table cloth or a waiter's apron is smudged.

We can help you eliminate these embarrassing moments. Linen napkins and other products used by the public must meet certain hygiene standards. We enforce a strict set of quality control guidelines to make sure the linen used by our clients exceeds industry levels.

We can also work with the in-house linen of clients or provide product rental programs. Quality Guest Linens is able to provide reliable and professional service catering to the needs of our clients. Customers will find we offer competitive pricing in the local market without any long-term contracts. We believe our service is our bond.

The linen at any food and beverage service outlet is either disposable or non-disposable.

### **Disposable Linen**

This includes items that can be used only once. These items are made of recycled paper with high absorbing capacity. For example, table napkins, restroom tissues, wrappers, and facial tissues. Facial tissues soaked in Cologne water are given to the guests. It is considered a good welcome gesture. Disposable table linen is usually offered to guests in trains or aircrafts before meals.



## Non-Disposable Linen

The items in this category are made from flax. This includes table cover, dinner napkins, tea napkins, and table runners. Non-disposable linen must be clean and pleasantly scented. It must be starched if required.

Non-Disposable linen must be placed on the table tidily. The staff can fold them and arrange them in decorative shapes or just put them through decorative linen rings to catch guests' eyes and start imparting warm experience to them at the table.



## Napkin Folding

Today, there are large varieties of napkins available in different colors and materials. Paper napkins are used majorly for informal dining whereas for formal dining, linen napkins are preferred.

Napkin can be folded in a number of attractive ways. They can be shaped as a flower, a character, or some object. A well-folded and well-placed napkin on the plate grabs the attention of the guests.



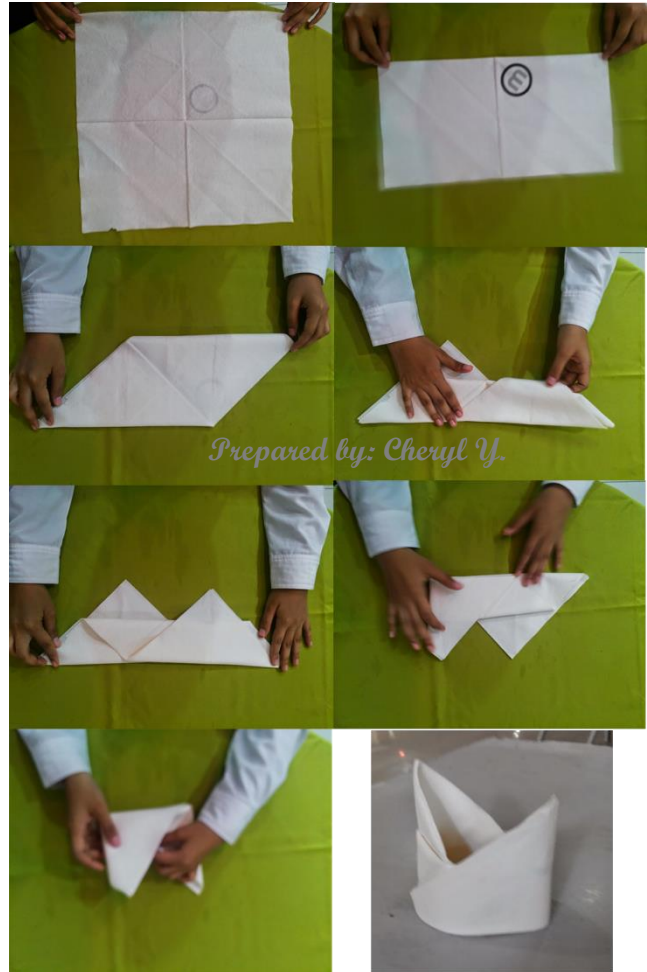
## *THE LILY GOBLET FOLD*

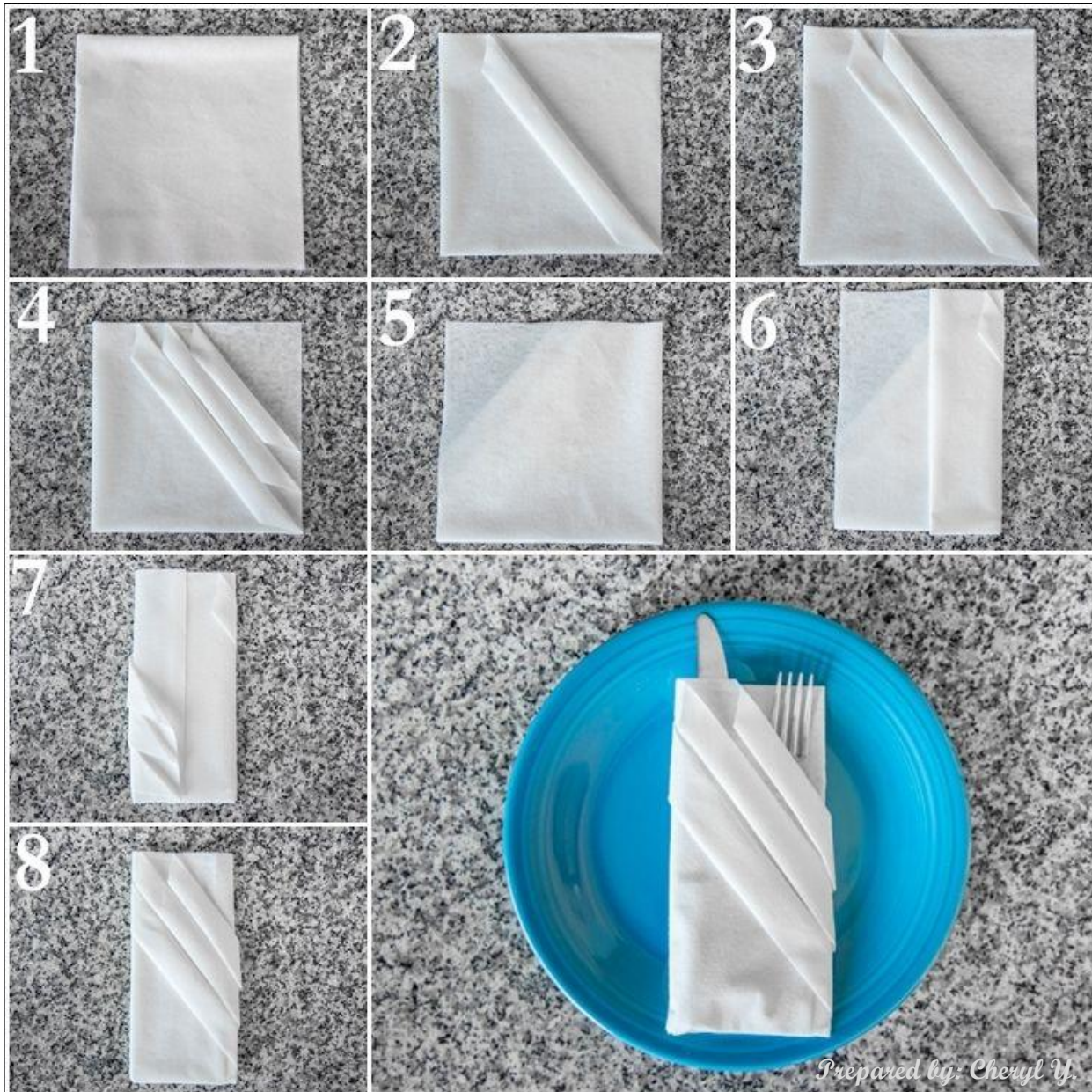


1. Firstly, lay the napkin on the flat surface.
2. Fold the napkin into a triangle shape.
3. Then, fold the napkin into two like the one that shown in the third picture.
4. Next, at the side of the napkin, make the fan-making fold.
5. Place the lily in the goblet.
6. Then, add some finishing touches...
7. Done~!

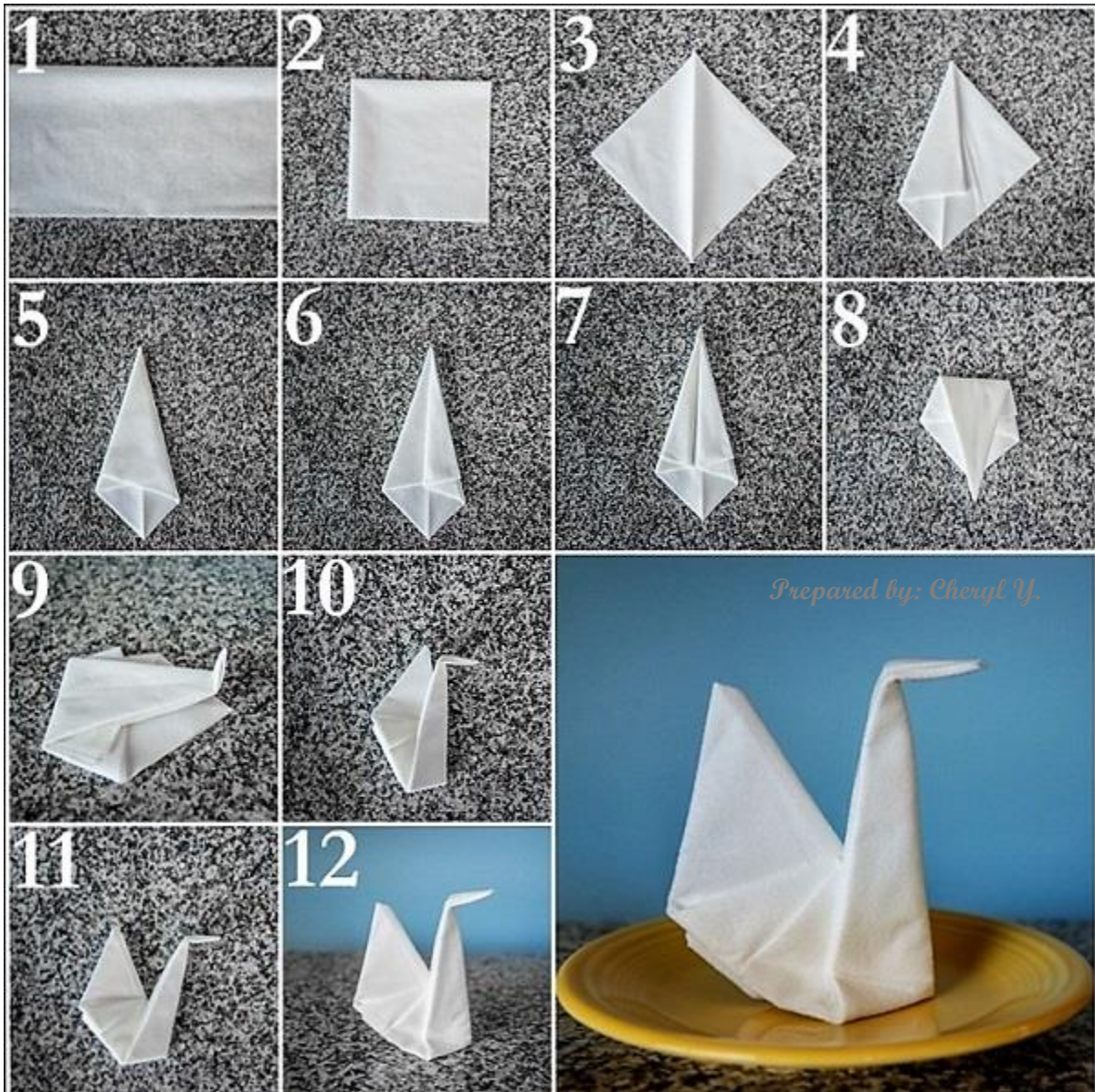
## THE CROWN FOLD

1. Lay the napkin face down in front of you.
2. Fold the dinner napkin in half so that the open end is towards you.
3. Fold the far-right corner diagonally towards you, resting the point in the center of the side closest to you.
4. Fold the near-left corner diagonally away from you, resting it so that it lays right next to the previous fold.
5. Flip the napkin over and orient it so it points to the far-left and to the near-right.
6. Fold the bottom half of the napkin up and away from you, laying it so the far edges run on top of one other.
7. Reach underneath of the napkin and pull out the flap on the right, making the near-side come to two points as seen in the picture.
8. Gently roll the left half of the left triangle over and tuck its end underneath the right triangle.
9. Flip the napkin over, points pointing away from you.
10. Fold the right-triangle to the left, tucking its end into the other triangle.
11. Open up the hat and press the material inside down to fill it out so that it becomes circular, this may take a little fidgeting.
12. Done~!





# Stripe Napkin Pouch



# ***SWAN FOLDING***