

Welcome to our practical class



PREPARING THE TABLE



SET THE ULTIMATE TABLE
Find your festive style! 20 fabulous looks.

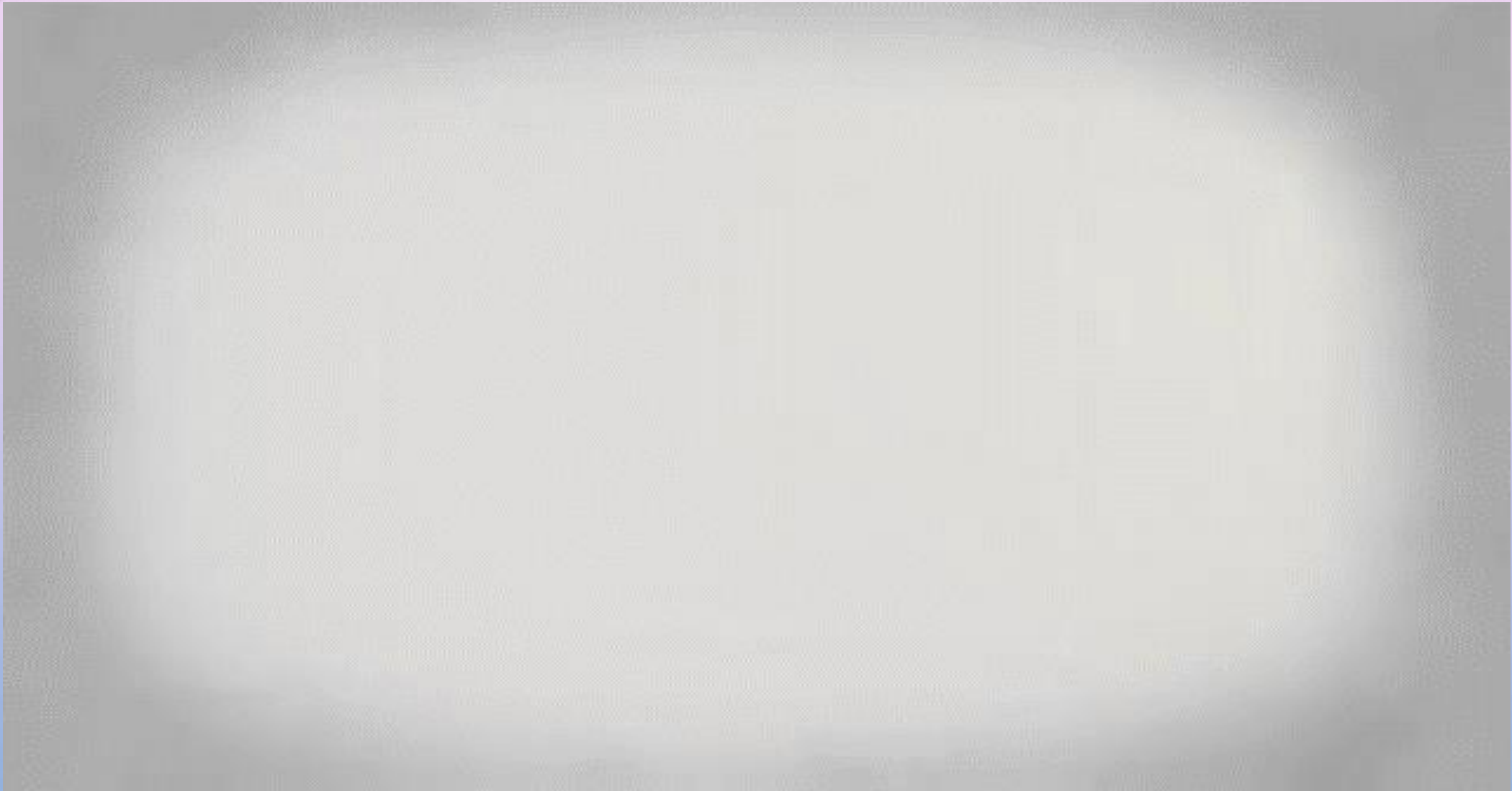
Prepared by: Cheryl Y.

F & B SERVICES - PREPARING THE TABLE

Table setup plays an important role in contributing to the appearance of the table.

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.

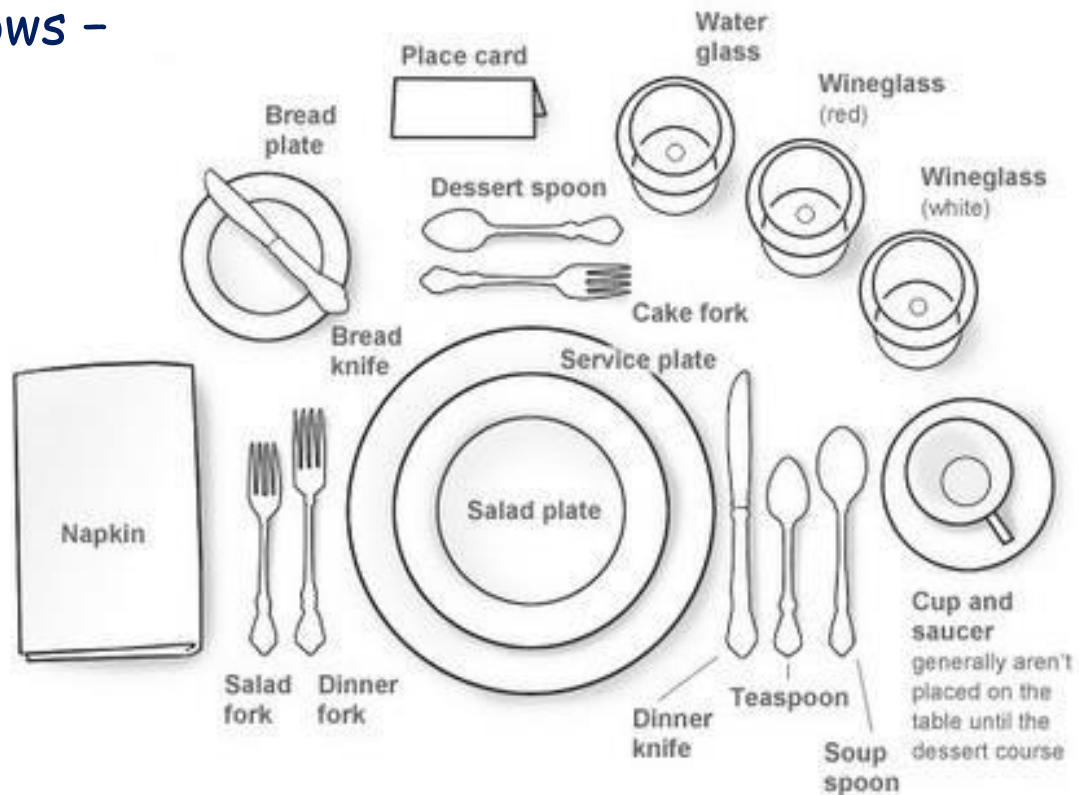


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Setting Table for Formal Dining

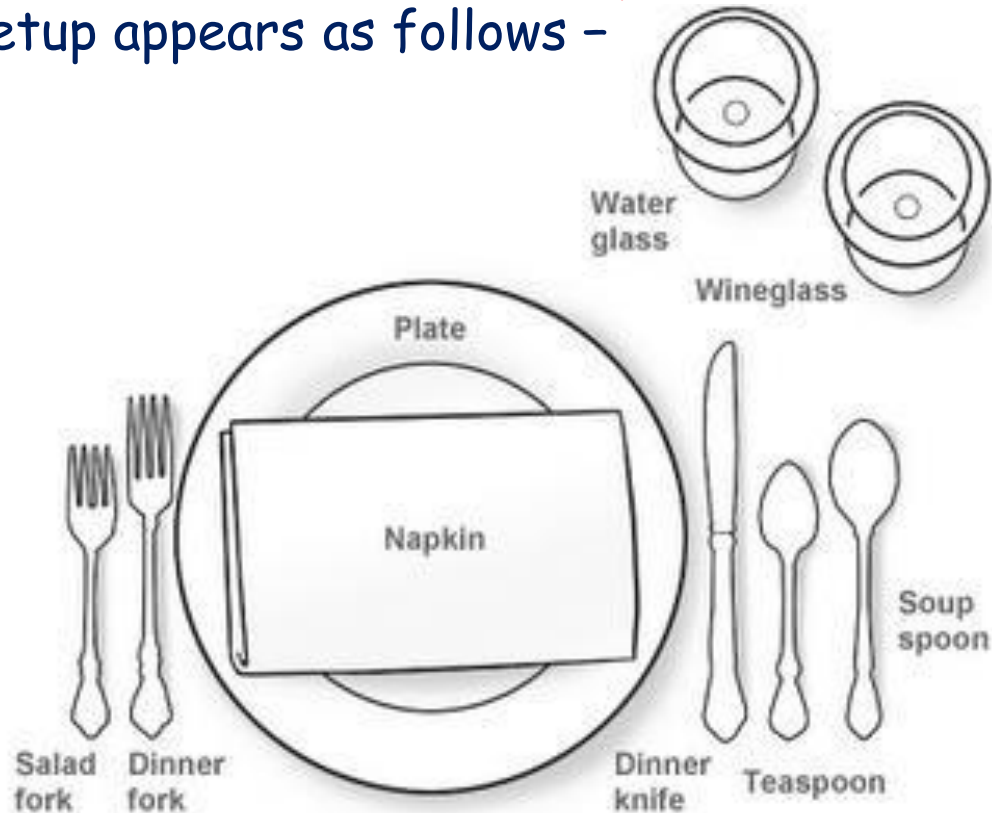
This type of table setup is required for **formal events** like corporate lunch or dinner, or a wedding party. The formal dining **contains multiple courses and second helpings are not offered.**

This table setup looks as follows -



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 -



THE PROPER WAY TO SET A TABLE



Breakfast



Lunch



Dinner



European

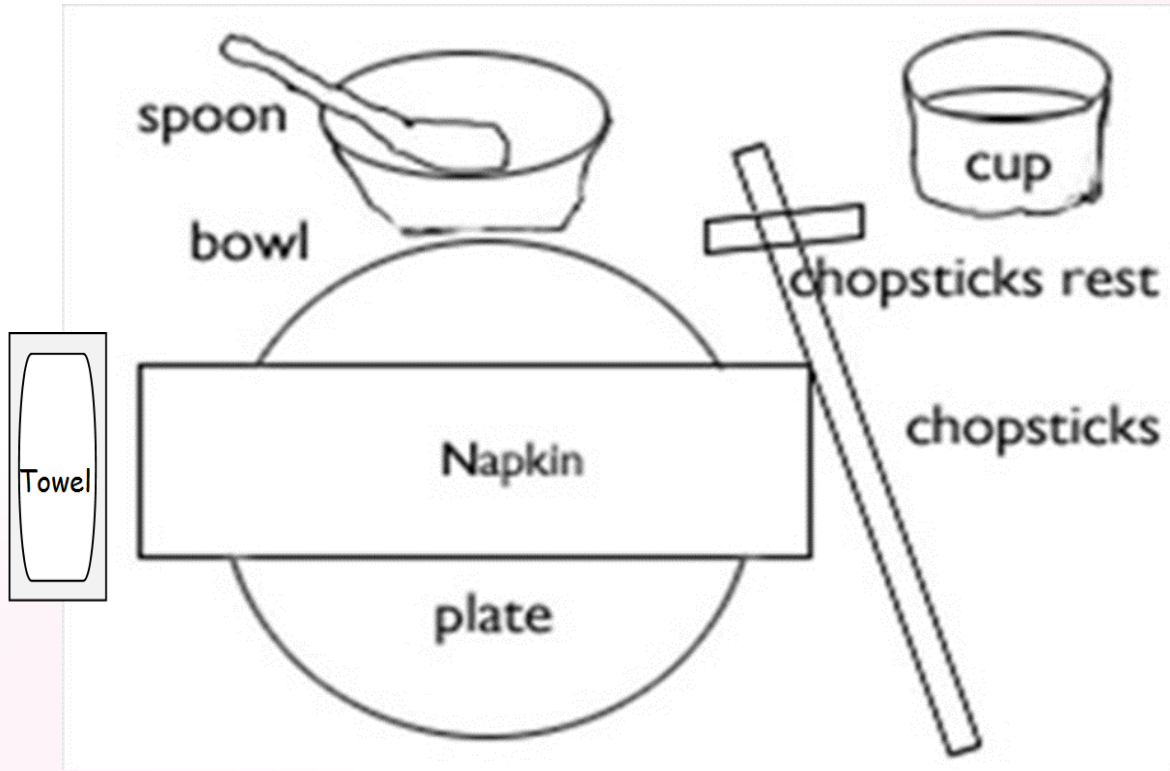


Formal

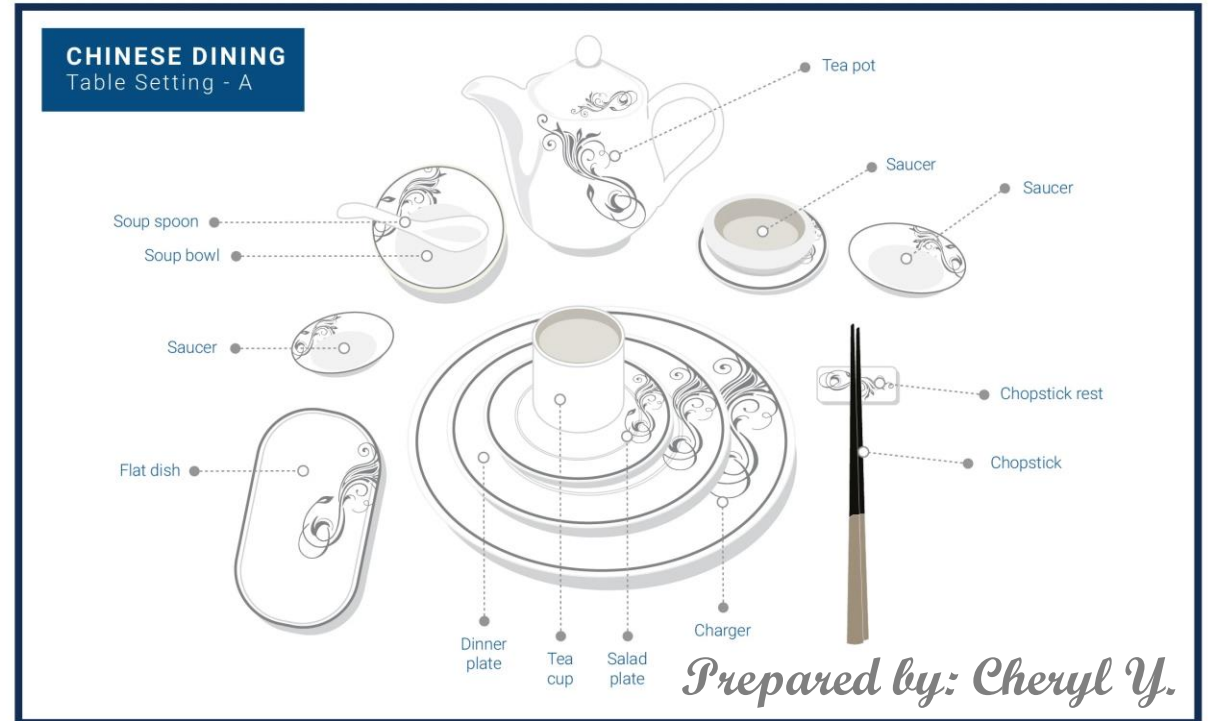


Banquet or Brunch





Chinese Setting



Chinese Table Setting and Utensils

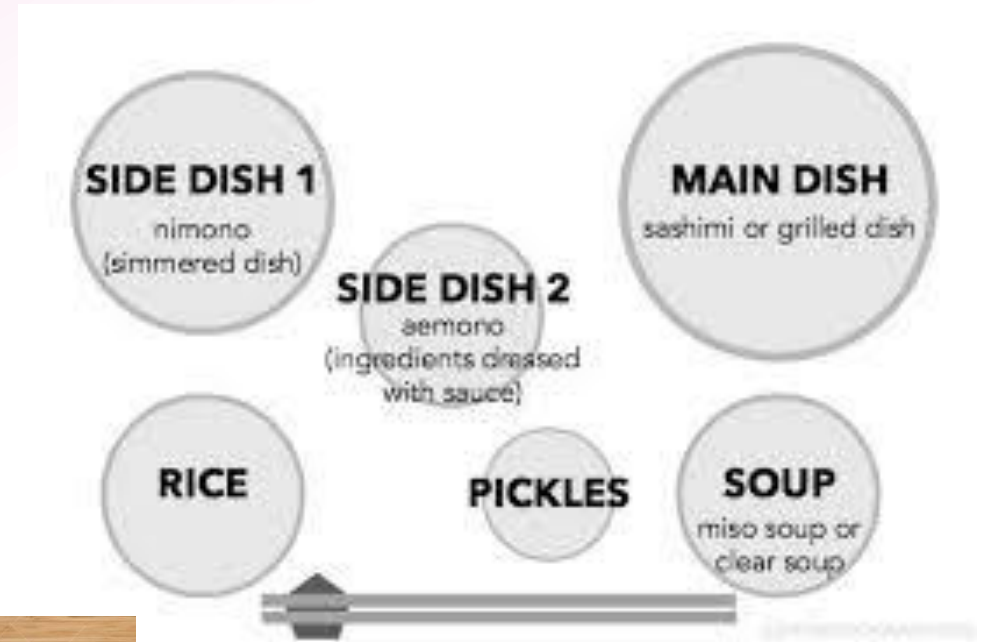
Starting at the left and working around, you'll find the following items.

Below, is an explanation of what each of these is used for.

- Wet washcloth 湿/热毛巾
- Bowl with spoon 碗与汤匙
- Small sauce bowl 酱料碟
- Wine goblet 酒杯
- Tea glass/tea cup 茶杯/水杯
- Spoon and chopsticks 调羹与筷子
- Plate 碟
- 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



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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.

Formal Dining Table Layout

For a formal table setup, place the tableware as follows -

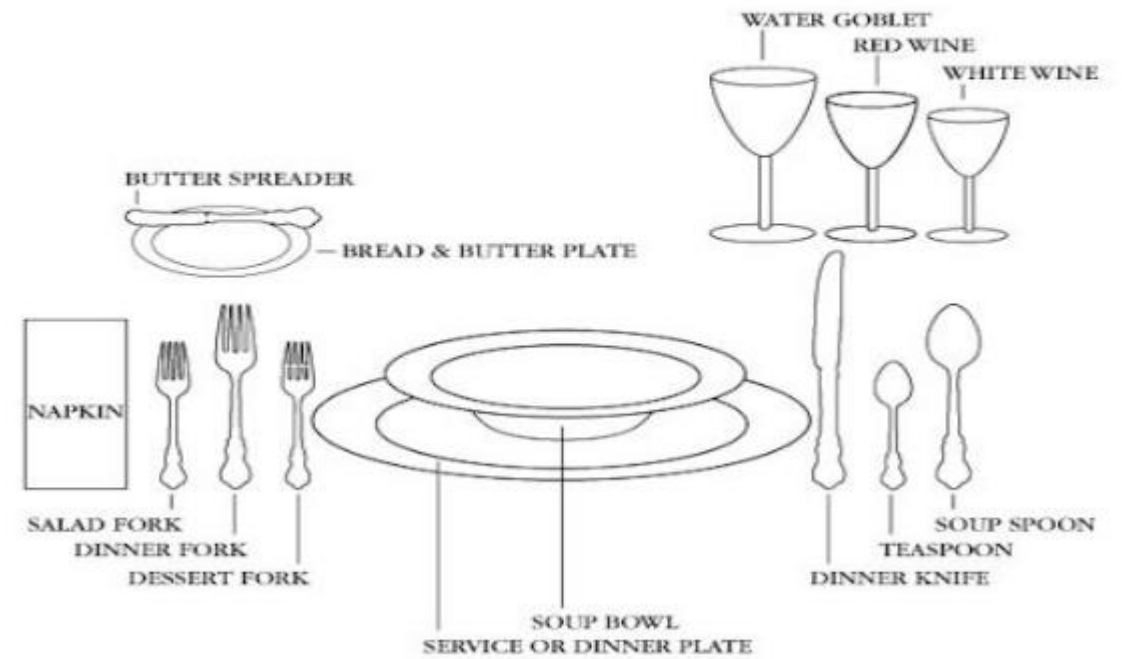
- Place the dinner plate one inch from the table edge near the chair.
- Place the salad plate above the dinner plate.
- Place the forks on left of the dinner plate. Arrange the forks according to their size with the largest fork nearest to the dinner plate.
- Place the spoons and knives on the right side of the dinner plate according to their size with the largest spoon and knife near the plate.
- Place the dessert spoon and fork above the plate horizontally.
- Place the quarter plate on the left side of the dinner plate.
- Place the water and the wine glasses on the top-right corner of the dinner plate.
- Shape the clean linen aesthetically and place it on the extreme left.



FORMAL DINING TABLE LAYOUT



Formal Dinner Place Setting





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Informal Dining Table Layout

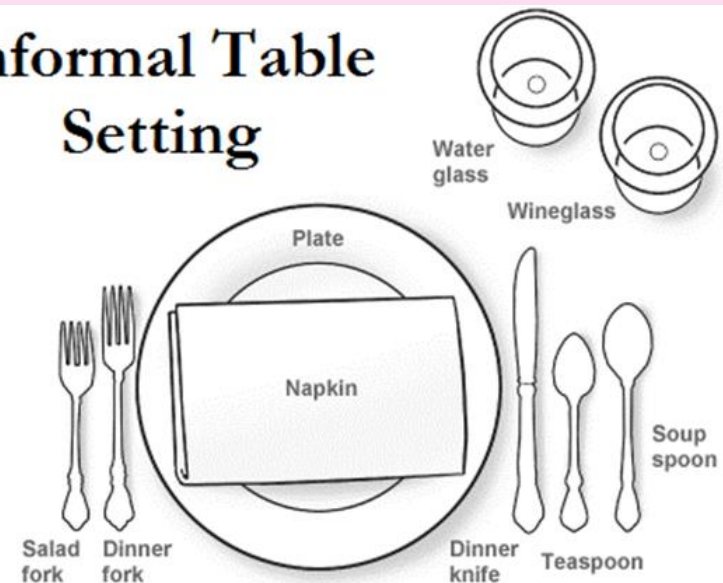
For an informal table setup, place the tableware as follows –

- Place the dinner plate one inch inside the table edge near the chair.
- Place the forks on the left side in descending order of their size with the largest fork to be closest to the dinner plate.
- Place dinner spoon and knife on the dinner plate's right side.
- Place water and the wine glasses on the top-right side of the dinner plate.
- Shape the clean linen aesthetically and place it on the extreme left on the top of the dinner plate.



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Informal Table Setting

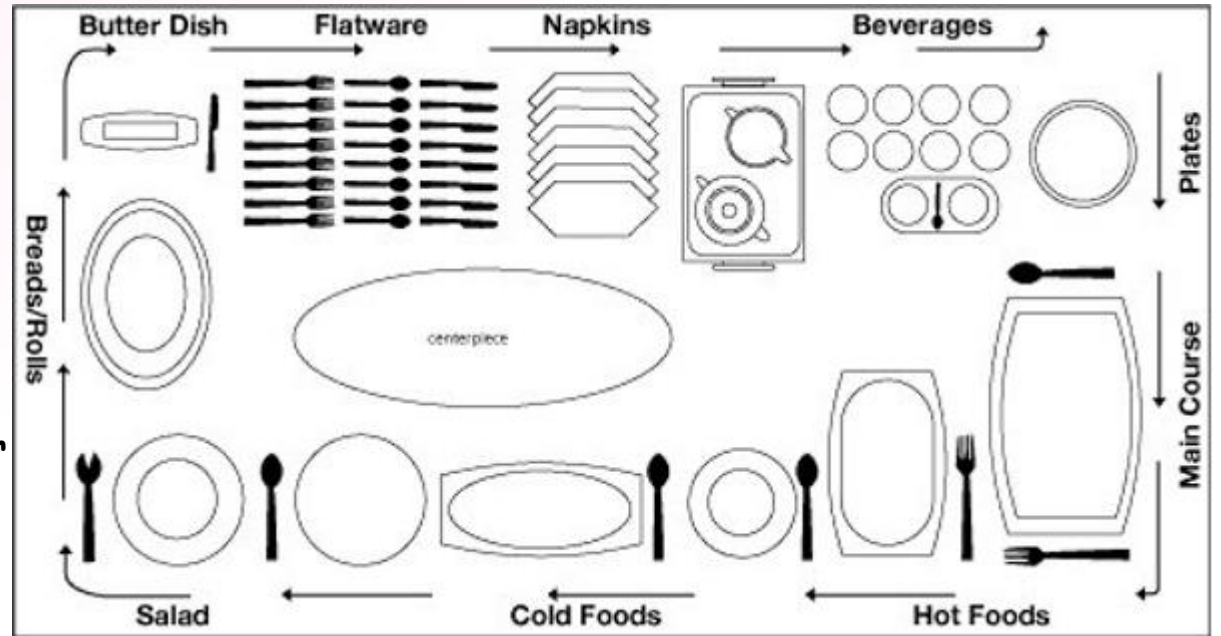


Utensils are placed one inch from the edge of the table

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.



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.



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F & B Service – Preparation Briefing Points

- Meeting of the restaurant staff prior to the opening of the restaurant operation or end of the operation.
- Thorough knowledge of the Food and Beverage items available in the menu & even the non-available one (Item 86)
- Knowledge of the devoir soup & main dish in order to push it to the guest.
- Be equipped clean with the service.
- Any arrival of the very important person (VIP) or and Banquet Event Order (BEO) concerned the outlet.
- Restaurant manager or shift leader in-charge should check whether waiter has satisfied above the points.



Important
message :
Communication
Handover shift

BRIEFING

special event/
arrangement/
VIP arrival

Stand
straight

Pay
attention

Bring a
Small
Notebook

Bring a
pen

let's
have
a
break



15 MIN

F&B SERVICES – PREPARING LINEN

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 food welcome gesture.

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

Ensure all linen are clean, crisps, no holes or torn. Arrange nicely and neatly on shelves.



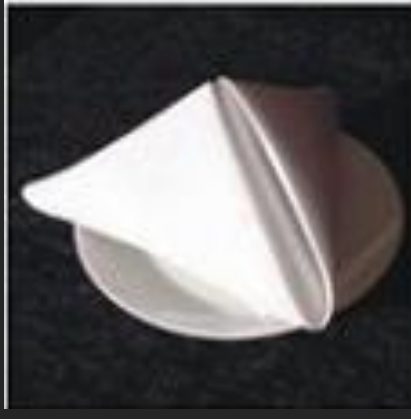
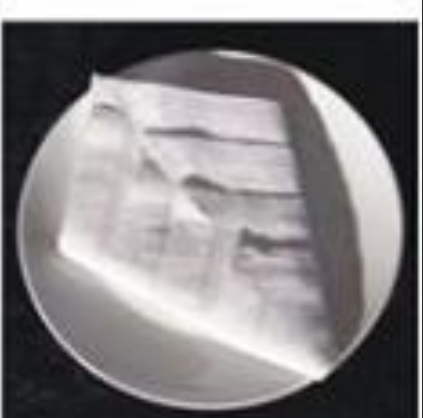
Napkin Folding

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.

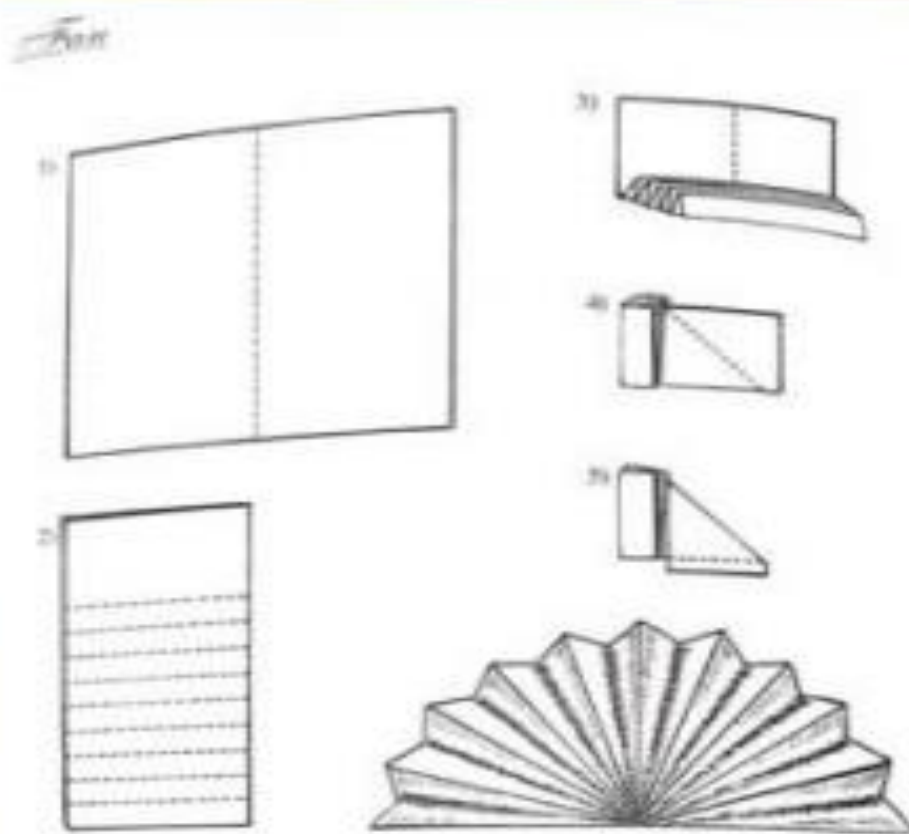


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Napkin Folding

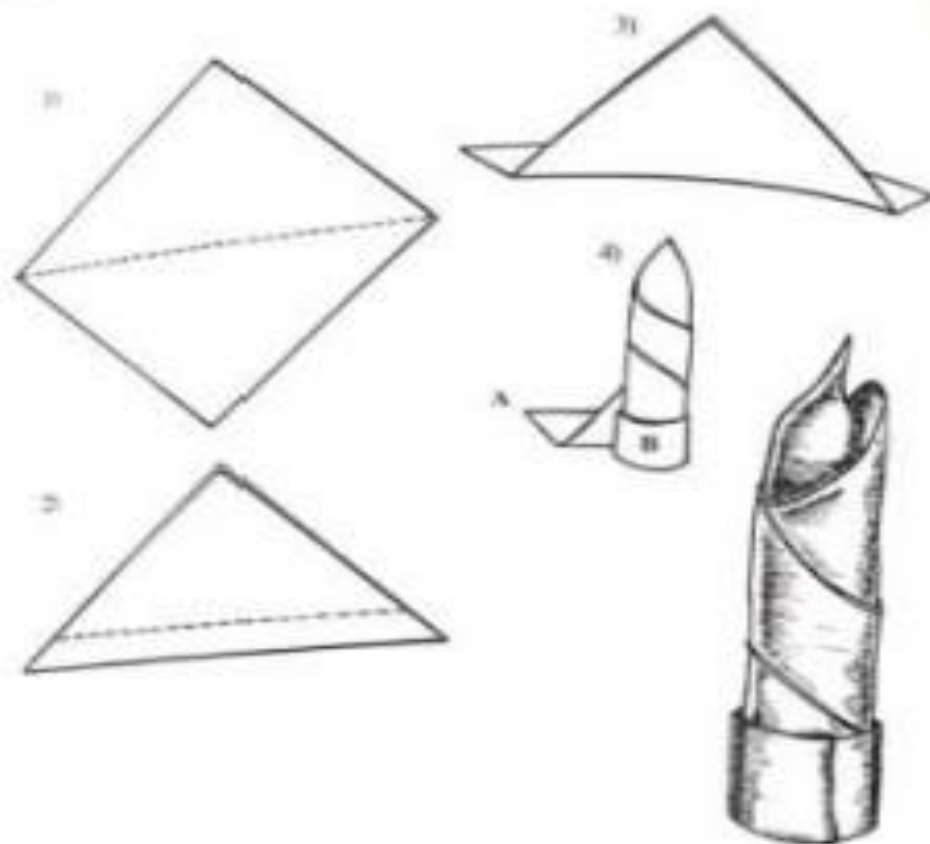


- 1) Fold napkin into half along the dotted line.
- 2) Pleat at the bottom - fold in one inch pleats horizontally (9 times).
- 3) Fold into half with pleating on the outside.
- 4) Fold upper corner diagonally down along the dotted line.
- 5) Fold the base under.
- 6) Place on table and release pleats to form fans.



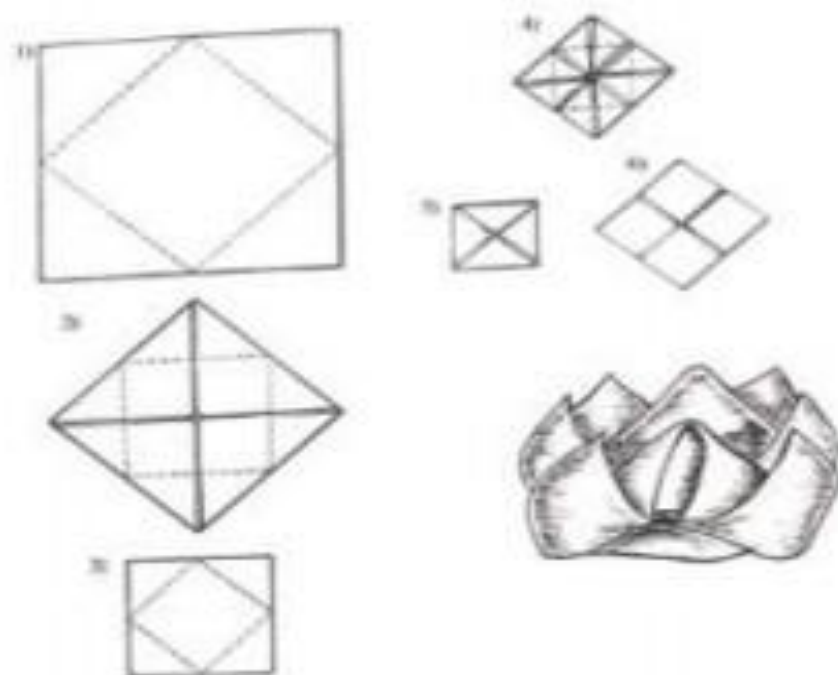
Napkin Folding

Tasche



- 1) Fold the napkin into half along the dotted line to form a triangle.
- 2) Fold up the base, and turn napkin over.
- 3) Fold up top tightly and tuck end **A** in at **B** and stand it.

Stütze



- 1) Fold the four corners to the centre.
- 2) Again fold the four corners to the centre.
- 3) Turn it over and again fold the four corners to the centre.
- 4) Again fold the four corners to the centre.
- 5) Pull out the points one at a time.

CUTLERY HOLDING FOLD



Prepared by: Cheryl Y.

CROWN FOLDING



ROSE FOLDING



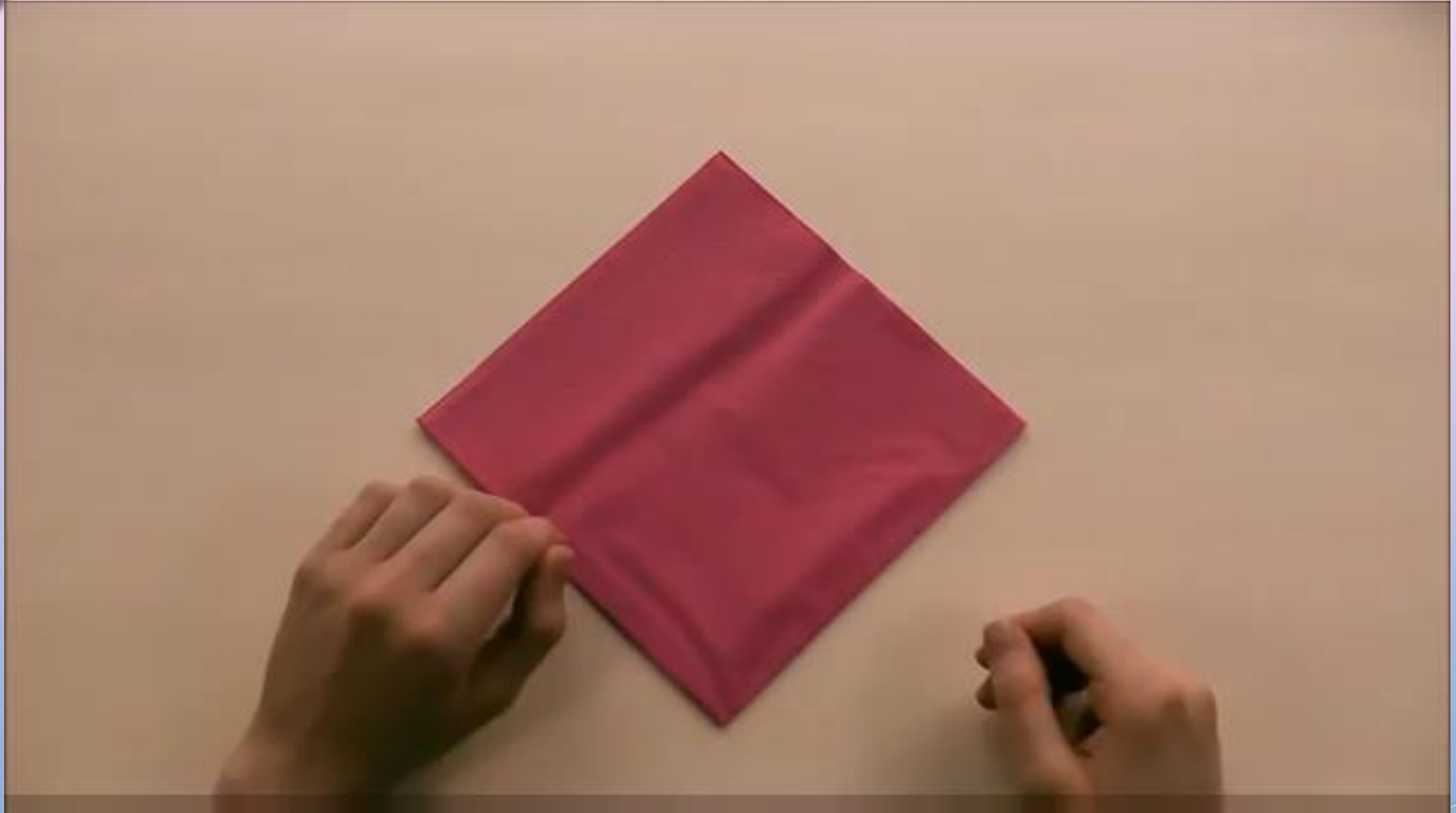
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CANDLE FOLD

Candle Fold

www.HowToFoldNapkins.org

SWAN FOLDING



Assignment

Research other examples of Table Napkin folding styles and try to take a picture and send to me.

GOOD TIMES

See you
next time

