


# STANDARD OPERATING PROCEDURES

## CHAMBERS 1.7 PREPARATION OF TABLE

<b>PURPOSE...</b>	1.7 Preparation of the table
<b>WHEN TO...</b>	After posting food & beverage in micros

<b>TASK</b>	<b>THIS IS HOW WE DO IT...</b>
<b>Setting the tables</b> 	<ul style="list-style-type: none"> <li>➤ Cutlery must be polished and in good condition. Appropriate silverware will be provided before serving order; condiments will either be pre-set or serve with food.</li> <li>➤ Cutleries will be carried on a cutlery pocket with under liner.</li> <li>➤ T.M need to set the appropriate cutlery to correspond with guest order. The right cutlery shall be set accordingly until <b>main course</b>.</li> <li>➤ Use only forefinger and thumb to pick up, at the handle, and place the cutlery. This is due to hygiene purposes and also to prevent fingerprints.</li> <li>➤ Butcher paper is layered on the table as part of standard setting. Traditional salt &amp; pepper grinder, olive oil and vinegar will complete with the centerpiece.</li> <li>➤ All cutlery will be set based on the order, with the first course setting placed on the table as open setting and followed by the next course (from outside move inwards) if required.</li> </ul>

<b>RESULT...</b>	Guests have clean, appropriate cutlery to use for each course of their meal
<b>STANDARDS...</b>	Setting matches the order

Prepared By :	Acknowledge by:	Approve By:
..... Assistant Outlet Manager	..... Director Of Food & Beverage	..... Hotel Manager / Director Of Operation