

Prepare and clear areas for table/tray service

Overview

This standard covers the skills and knowledge needed to prepare and clear areas for table/tray service.

You will need to understand how to and show you can prepare service areas and equipment (for example, utensils, trolleys, fridges) prior to service and check that there are sufficient seasonings, sauces and other accompaniments available. You will need to understand how to and prepare service items such as trays; crockery, ashtrays, and laying up for either tray or table service. You will also need to understand how to and show you can clear dining areas, store equipment and condiments.

This standard is for you if you work in food operations and the associated supply operations and if you are involved in table or tray service.

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Performance criteria

You must be able to:

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1. check that service areas are hygienic, clean, free from damage and ready for use in line with service style
2. check that service equipment is clean, free from damage, located where it should be and switched on ready for use
3. check that sufficient stock of service items are clean, free from damage and stored ready for service
4. prepare the condiments and accompaniments ready for service and store them in accordance with food safety and hygiene regulations
5. check that refuse and waste food containers are hygienic, empty and ready for use

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6. check that the service area is clean, free from damage and laid out in line with the service style
7. check that service items are clean, free from damage and located ready for customer use
8. lay up tables and trays in line with the service style
9. check that menus and promotional items are ready for customer use

Clear dining and service areas after service

10. collect all the service items for cleaning or storage
11. prepare used or soiled table linen for laundry or dispose of it following recommended procedures
12. store food items, condiments and accompaniments which will be used in the future as required
13. dispose of rubbish and waste food following recommended procedures
14. check that service equipment is clean, stored and turned off where appropriate in compliance with company procedures
15. check that dining furniture is clean and ready for future use
16. leave dining and service areas tidy and ready for cleaning

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Knowledge and understanding

You need to know and understand:

1. safe and hygienic working practices for preparing service areas and equipment for table/tray service
2. your organisation's service style
3. why waste must be handled and disposed of
4. why condiments and accompaniments should be prepared ready for service
5. when to prepare service areas and equipment for table/tray service
6. why a constant stock of food service items should be maintained
7. the types of unexpected situations that may occur when preparing and clearing areas for service and how to deal with these
8. safe and hygienic working practices for preparing customer service areas for table/tray service
9. why all service items should be checked before service
10. why menus and promotional items should be checked before use
11. the types of unexpected situations that may occur when preparing and clearing areas and equipment and how to deal with these
12. safe and hygienic working practices for clearing dining and service areas after service
13. why all food service areas should be left clean after service
14. why certain electrical equipment should be turned off after service
15. what types of unexpected situations may occur when clearing areas after service and how you should deal with these

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