

# SOP: Setting Up the Dining Area

This SOP details the process to **set up the dining area**, including arranging tables and chairs, placing tableware, and folding napkins. The procedure ensures a clean, organized, and welcoming environment for guests by following standardized steps for efficient and consistent dining area preparation. Proper setup enhances the dining experience and supports smooth service operations.

## Purpose

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To standardize the setup of the dining area, ensuring cleanliness, organization, and a welcoming atmosphere for all guests.

## Scope

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This SOP applies to all staff members responsible for preparing the dining area prior to service shifts.

## Responsibilities

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- Ensure all steps are completed before the start of service.
- Report any damaged or missing items to the supervisor.
- Maintain cleanliness and hygiene standards throughout the process.

## Required Materials

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- Tables & chairs
- Tableware (plates, cutlery, glasses, cups, etc.)
- Napkins
- Cleaning supplies (cloths, disinfectant spray, broom/mop)
- Table covers or placemats (if applicable)

## Procedure

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- 1. Preparation**
  - Wash hands thoroughly and prepare cleaning supplies.
  - Clear the dining area of any debris or unwanted items left from previous service.
- 2. Clean and Sanitize**
  - Wipe down all tables and chairs with disinfectant.
  - Sweep and mop the floor as needed.
- 3. Arrange Tables and Chairs**
  - Set tables and chairs according to the floor plan or reservation requirements.
  - Ensure all tables are spaced evenly and chairs are aligned.
- 4. Place Table Covers or Placemats**
  - Lay out tablecloths or placemats, ensuring they are clean and wrinkle-free.
- 5. Set Tableware**
  - Place plates in the center of each setting.
  - Arrange cutlery (knife, fork, spoon) in order according to house standards.
  - Set glassware above the knives, and cups/saucers (if needed) to the right.
- 6. Fold and Place Napkins**
  - Fold napkins according to the chosen folding style (see appendix if necessary).
  - Place napkins either on plate centers or to the left of forks.
- 7. Final Check**
  - Inspect each table for consistency, alignment, and cleanliness.
  - Remove any fingerprints or smudges from glasses, cutlery, and surfaces.
  - Confirm that all stations comply with service readiness.

## Quality Standards

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- All items must be clean, free from stains or damage.
- Table settings must be uniform across the entire dining area.
- Tables and chairs placed evenly and according to plan.

- No missing or mismatched tableware or napkins.

**Note:** Always follow local health and safety guidelines when cleaning and sanitizing.