

SOP: Table Clearing and Resetting Procedures

This SOP details the **table clearing and resetting procedures** to ensure a clean and organized dining environment. It covers the systematic removal of used dishes, utensils, and glassware, proper cleaning and sanitizing of the table surface, resetting with clean linens, silverware, plates, and glassware according to service standards, and final inspection to maintain consistency and readiness for the next guest seating. The objective is to enhance customer experience and support efficient table turnover in food service settings.

1. Purpose

To ensure all tables are promptly, efficiently, and correctly cleared and reset according to the restaurant's service standards, providing a welcoming and sanitary dining environment for each guest.

2. Scope

Applicable to all front-of-house employees responsible for clearing and resetting tables in food service settings.

3. Responsibilities

- Service Staff / Busser / Food Runner: Execute table clearing and resetting according to this SOP.
- Supervisors / Managers: Oversee compliance, provide training, and conduct inspections.

4. Required Materials

- Bussing tub/tray
- Sanitizing spray or wipes
- Clean linens/tablecloths (if applicable)
- Replacement silverware, dishes, glassware
- Menu/condiments (as required for table setting)

5. Procedure Steps

Step	Action	Details/Notes
1	Approach the table when guests depart	Ensure table is not needed for payment/final interaction; greet remaining guests if any.
2	Clear used items	Systematically remove all used dishes, utensils, glassware, and napkins. Use bussing tub to avoid stacking on table/floor.
3	Remove crumbs and debris	Use a crumber, handheld brush, or napkin to remove debris from tabletop and chairs.
4	Sanitize the table and chairs	Spray and wipe down the surface thoroughly. Don't forget chair touchpoints and edges.
5	Reset the table	Apply clean linens if required; set plates, silverware, glassware, and condiments neatly and according to the restaurant's service standards.
6	Final inspection	Supervise or self-check for cleanliness, correct setup, and readiness for new guests. Replace any missing/damaged items.

6. Quality Control & Safety

- Use only approved cleaning/sanitizing products.
- Replace any item showing stains, residue, or damage.
- Immediately report spills, broken items, or hazards to management.

7. Documentation

Record routine inspections and note any corrective actions on checklist forms as directed by management.

8. Revision History

Date	Version	Description/Changes
2024-06-09	1.0	Initial draft and implementation