

SOP Template: Table Setup and Pre-Service Preparation

This SOP details the **table setup and pre-service preparation** processes, encompassing the arrangement of tableware, placement of utensils, alignment of glassware, and ensuring cleanliness and proper sanitation. It highlights the importance of organizing dining areas according to the restaurant's standards, verifying reservation requirements, and preparing necessary condiments and menus to enhance guest experience and ensure efficient service delivery.

1. Purpose

To outline the procedures for table setting and pre-service preparation to uphold restaurant standards and optimize guest satisfaction and operational efficiency.

2. Scope

This SOP applies to all front-of-house staff involved in the preparation and setup of tables before service in the dining area.

3. Responsibilities

- **Service Staff:** Execute all setup tasks in accordance with the SOP.
- **Supervisors/Managers:** Oversee and verify proper setup and preparation.

4. Procedure

| Step | Description |
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| 1 | Dining Area Check: <ul style="list-style-type: none">• Ensure floors, tables, chairs, and surroundings are clean and presentable.• Sanitize surfaces according to health and safety regulations. |
| 2 | Table Setup: <ul style="list-style-type: none">• Place tablecloths or mats neatly, with no wrinkles or stains.• Set centerpieces (if applicable) and condiments according to restaurant standards. |
| 3 | Arrangement of Tableware: <ul style="list-style-type: none">• Arrange plates, bread plates, and napkins according to table layout.• Polish and place utensils in the proper order (outside-in for multiple courses). |
| 4 | Glassware Alignment: <ul style="list-style-type: none">• Polish glassware to ensure clarity and cleanliness.• Align glasses in accordance with standard setup (e.g. water glass above the knife). |
| 5 | Condiments and Menus: <ul style="list-style-type: none">• Check condiment containers for cleanliness and adequate supply; refill as needed.• Place menus at each setting or hand them to guests upon seating, as per policy. |
| 6 | Reservation Check: <ul style="list-style-type: none">• Consult reservation book or system for special setups or guest requirements.• Arrange tables according to booking needs (e.g. high chair, large party). |

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| 7 | Final Review: <ul style="list-style-type: none">• Inspect each table for completeness and accuracy of setup.• Report any issues to supervisor or resolve immediately. |
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5. Records

- Setup checklists (completed and archived daily)
- Reservation notes and special instructions (documented per service session)

6. References

- Restaurant service manual
- Health and sanitation guidelines