

SOP: Arranging Cutlery, Plates, and Glassware as Per Standard Layout

This SOP details the process of **arranging cutlery, plates, and glassware** according to the standard layout, ensuring a consistent and organized table setting. It covers the correct placement and alignment of each item to enhance presentation, maintain hygiene standards, and facilitate efficient service in dining environments.

1. Purpose

To establish a standard procedure for setting up tables with cutlery, plates, and glassware in a manner that is consistent, visually appealing, hygienic, and functional for guests and staff.

2. Scope

This SOP applies to all dining staff responsible for table setting in the restaurant, banquet, or event spaces.

3. Responsibilities

- Dining staff: Arrange all tableware as per this standard.
- Supervisors/Managers: Ensure compliance with the SOP.

4. Materials Required

- Plates (charger, main, starter/bread)
- Cutlery (table/steak knife, dinner fork, starter fork/knife, dessert spoon/fork, soup spoon)
- Glassware (water glass, wine glass, champagne flute if applicable)
- Napkin
- Table linen

5. Procedure

- Prepare the Table:**
 - Ensure the table is clean and stable.
 - Lay clean and ironed table linen as required.
- Place the Plates:**
 - Position the charger plate (if used) in the center of each seat setting, 2 cm from the table edge.
 - Place the dinner plate on the charger plate or center.
 - Bread plate goes to the upper left of the main plate.
- Arrange the Cutlery:**
 - Knives (& soup spoon if necessary) are placed to the right of the plate, with cutting side facing the plate.
 - Forks are placed to the left of the plate.
 - Cocktail/Salad fork (if used) is placed outermost on the left;
 - Dessert spoon/fork is positioned horizontally above the plate.
 - All cutlery must be aligned at the base, 2 cm from the table edge.
- Arrange the Glassware:**
 - Water glass is placed directly above the knives.
 - Wine glasses (red and/or white) are positioned to the right and slightly below the water glass, forming a triangle.
 - Champagne flute (if required) is placed behind the wine glass.
- Napkin Placement:**
 - Napkin is either placed on the plate or to the left of the forks.
- Final Check:**
 - Ensure all items are spotless, aligned, and free of fingerprints.
 - Review table from guest's angle for symmetry and neatness.

6. Visual Reference

Item	Placement
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Dinner Plate	Center of the setting, 2 cm from table edge
Bread Plate	Upper left of the main plate
Fork(s)	Left of the plate, outermost first to be used
Knife(s)	Right of the plate, cutting edge inward
Spoons	Right of the knives
Dessert Spoon/Fork	Above the plate, horizontally
Water Glass	Above the knives
Wine Glass	Right and slightly below the water glass
Napkin	On the plate or to the left of the forks

7. Hygiene & Safety

- Handle cutlery and glassware by stems/handles only.
- Ensure hands are thoroughly washed and gloves may be used.
- Replace any item with visible marks or chips immediately.

8. Documentation/Records

Use daily setup checklists to record compliance with the SOP.