

Standard Operating Procedure (SOP): Placement of Glassware According to Beverage Service

This SOP details the **placement of glassware according to beverage service**, covering the correct arrangement of various types of glasses such as water, wine, and cocktail glasses. It includes guidelines on positioning glassware for different drinking occasions, maintaining hygiene and cleanliness, optimizing table aesthetics, and ensuring accessibility for both guests and servers. The goal is to enhance service efficiency and elevate the overall dining experience by adhering to industry-standard glassware placement protocols.

1. Purpose

To ensure consistent, professional, and hygienic placement of glassware for various beverages, contributing to a superior dining experience.

2. Scope

Applies to all restaurant floor staff, banquet personnel, and any team member involved in table setup and beverage service.

3. Responsibilities

- Restaurant Supervisor/Manager: Oversees implementation of SOP, provides training.
- Service Staff: Sets up and maintains glassware placement as per SOP.
- Stewarding Team: Ensures glassware is clean, spot-free, and available.

4. Glassware Types & Placement Guidelines

Type of Glass	Placement Position	Occasion
Water Glass	Above the dinner knife, aligned with the right edge of charger/plate	Always present at start of service
White Wine Glass	To the right and slightly below water glass	When white wine is served
Red Wine Glass	To the right and slightly above white wine glass	When red wine is served
Champagne Flute	Behind or in line with wine glasses, slightly to the right	For toasts or sparkling wine
Cocktail Glass	Served as required, generally placed when drink is ordered	With cocktail service
Beer Glass	Placed only upon order, typically to the right of wine glasses	With beer orders

5. General Placement Protocol

- Glasses are arranged in a diagonal or cluster from largest (water) to smallest (wine/champagne).
- All glassware should be placed 1-2 cm above the knives and aligned for visual appeal.
- Only required glasses are set; additional glassware is added as per guest beverage order.
- Ensure glasses are free of fingerprints, chips, and dust before placement.
- Use a tray to carry multiple glasses; never hold glasses by the rim.

6. Table Aesthetic & Accessibility

- Ensure glassware does not crowd the setting or obstruct guests' line of sight.
- Maintain even spacing between glasses for easy access and optimal presentation.
- Replace any glassware immediately if soiled or damaged during service.

7. Hygiene & Cleanliness

- Handle glassware by the stem/base only; never touch the rim.
- Polish glassware using lint-free cloth before placement on the table.
- Sanitize glassware according to in-house procedures before storage and reuse.

8. Training & Monitoring

- All service staff to receive orientation and periodic SOP refreshers.
- Supervisors to monitor adherence during setup and service hours.

9. Revision History

Date	Revision	Details
2024-06	1.0	Initial SOP creation