

# SOP Template: Placing Condiments and Centerpieces Appropriately

This SOP outlines the proper method for **placing condiments and centerpieces appropriately**, ensuring they are positioned to enhance table aesthetics, provide easy access to guests, and maintain cleanliness. It includes guidelines on selecting suitable condiments and centerpieces, appropriate placement based on table size and event type, and ensuring that the arrangement complements the overall dining experience without obstructing guest interaction or table space.

## 1. Purpose

To ensure all condiments and centerpieces are placed on tables in a way that promotes accessibility, maintains cleanliness, and enhances the overall guest experience.

## 2. Scope

This SOP applies to all staff responsible for table setup in dining areas, including restaurants, cafes, banquet halls, and during special events.

## 3. Responsibilities

- **Waitstaff/Servers:** Proper arrangement and replenishment of condiments and centerpieces.
- **Supervisors/Managers:** Regularly monitoring adherence to these guidelines.
- **Cleaning Staff:** Ensuring items are clean and ready for use.

## 4. Procedure

1. **Selection of Condiments and Centerpieces**
  - Choose condiments based on menu offerings (e.g., salt, pepper, sauces, sugar).
  - Select centerpieces that are suitable for the table size and event type, such as low floral arrangements or candles for formal events, or simple vases for casual dining.
  - Avoid fragrances or decorations that may interfere with food aromas or guest comfort.
2. **Preparation**
  - Ensure all containers are clean, filled, and in good condition.
  - Wipe down centerpieces to remove dust or debris.
3. **Placement Guidelines**
  - Arrange condiments within easy reach of all guests, typically centered on the table or at equidistant intervals for large tables.
  - For rectangular tables, group condiments at the center or at both ends for larger setups.
  - Position centerpieces centrally but ensure they are low (no higher than eye level when seated) to allow unobstructed conversation.
  - For events, coordinate centerpieces with the event theme and table size. Avoid clutter and overcrowding the table.
4. **Final Check**
  - Ensure condiment containers are full, clean, and labels face guests when applicable.
  - Adjust centerpieces as necessary for symmetry and accessibility.
  - Wipe surrounding areas to maintain cleanliness.

## 5. Placement Examples

Table Type	Centerpiece Placement	Condiment Placement
Round Table (4-8 guests)	Single, low-height centerpiece at the center.	Grouped around centerpiece or on a small tray for easy passing.
Rectangular Table (8+ guests)	Evenly spaced, low-size centerpieces or one central piece.	Multiple sets at each end or equidistant along the table.
Banquet/Long Table	Repeating small centerpieces along the length.	Condiment sets every 4-6 guests.

## 6. Maintenance

- Check and replenish condiments regularly during service.
- Remove any used or soiled centerpieces/condiments at the end of each service.
- Sanitize condiment containers and wipe centerpieces daily.

## 7. Safety & Hygiene

- Ensure all items are food safe and free of sharp edges.
- Avoid using flammable decorations unless approved (e.g., candles in appropriate holders).
- Follow all local health and safety guidelines regarding tabletop items.

## 8. Reference

- Restaurant/event style guide
- Health and safety regulations
- Event-specific instructions

## Revision History

Date	Revision	Description
2024-06-01	1.0	Initial Release