

Standard Operating Procedure (SOP)

Setting up the Dining Area

This SOP details the process for **setting up the dining area**, including the arrangement of tables and chairs, proper placement of place settings, and the incorporation of décor elements to create an inviting ambiance. It ensures consistency, cleanliness, and aesthetic appeal to enhance the dining experience for all guests.

1. Purpose

To provide clear guidelines for setting up the dining area in a consistent, clean, and aesthetically pleasing manner.

2. Scope

This SOP applies to all staff responsible for preparing the dining area prior to service.

3. Responsibilities

- Dining staff:** Arrange tables, chairs, place settings, and décor as per the guidelines.
- Supervisors/Managers:** Oversee the setup and ensure standards are met.

4. Procedure

1. Preparation

- Inspect the dining area for cleanliness.
- Ensure all furniture and décor are available and in good condition.
- Wash hands before handling any items.

2. Arranging Tables and Chairs

- Place tables according to the floor plan, ensuring adequate space between tables for movement.
- Align tables and chairs neatly and evenly.
- For group reservations, combine tables as required and ensure stability.

3. Setting Place Settings

- Place a clean tablecloth or placemats as needed.
- Arrange place settings as per the following standard:

Item	Placement
Plate	Center of each seat
Napkin	Folded, placed on plate or to the left
Fork	Left of the plate
Knife	Right of the plate, blade facing plate
Spoon	Right of knife (if required)
Glassware	Above knives

- Ensure all items are clean, spot-free, and aligned.

4. Adding Décor Elements

- Place centerpiece(s) such as flowers, candles, or seasonal décor, ensuring they do not obstruct guests' views.
- Adjust lighting for desired ambiance.
- Ensure décor matches the theme or occasion.

5. Final Check

- Inspect each table for completeness and cleanliness.
- Remove unnecessary or used items.
- Report and resolve any issues immediately.

5. Health, Safety, and Cleanliness

- All surfaces must be sanitized before setup.

- Staff must wear appropriate attire including gloves if required.
- Broken or damaged items must be replaced immediately.

6. Documentation and Records

Complete the daily setup checklist provided by management and submit it to the supervisor for review.

7. Revision History

Date	Version	Description	Author
2024-06-07	1.0	Initial SOP created	AI Assistant