

# Standard Operating Procedure (SOP)

## Arrangement of Plates and Chargers

This SOP details the **arrangement of plates and chargers** to ensure a visually appealing and functional table setting. It covers the proper placement, alignment, and spacing of dinner plates, salad plates, and chargers, optimizing both aesthetic presentation and ease of use. The procedure aims to enhance dining experience by maintaining consistency, elegance, and adherence to formal table setting standards.

### 1. Purpose

To ensure that plates and chargers are arranged uniformly and elegantly to achieve a consistent, formal appearance and maximize guest comfort.

### 2. Scope

Applies to all dining room staff responsible for table settings in restaurant, banquet, or special event environments.

### 3. Responsibilities

- Dining room supervisors must ensure adherence to this SOP.
- All service staff are responsible for executing the arrangement as specified.

### 4. Materials Needed

- Chargers (service plates)
- Dinner plates
- Salad plates (if required)
- Measuring tool or ruler (for consistent spacing)
- Clean, lint-free cloths for polishing
- Protective gloves (if required)

### 5. Procedure

#### 1. Preparation

- Ensure all plates and chargers are clean, polished, and free of chips or stains.
- Set tables with clean, properly pressed linen.

#### 2. Placement of Chargers

- Position the charger plate at the center of each seat, approximately 1 inch from the edge of the table.
- Ensure all chargers are aligned with the edge of the table and are equidistant from one another for a uniform look.

#### 3. Placement of Dinner Plates

- Place the dinner plate directly on top of the charger plate.
- Align the dinner plate so it is centered perfectly on the charger.

#### 4. Placement of Salad Plates (if applicable)

- If a salad course is served first, place the salad plate on top of the dinner plate prior to service.
- Salad plates should be centered and not extend beyond the edge of the charger.

#### 5. Spacing and Alignment Check

- Check from various angles to ensure all plates are uniformly spaced and properly aligned.
- Adjust as necessary to maintain symmetry and consistency.

#### 6. Final Review

- Conduct a final inspection for cleanliness, correct placement, and overall visual appeal.
- Remove any visible fingerprints, dust, or smudges with a clean cloth.

## 6. Quality Control

- Supervisor checks each table setting before guest arrival.
- Non-compliant settings must be immediately corrected.

## 7. Health & Safety

- Use gloves when handling plates to prevent fingerprints and ensure hygiene.
- Remove any damaged or chipped plates from service immediately.

## 8. Documentation

Record completion and compliance of table settings in the daily service log.

### Revision History

Date	Version	Description
2024-06-12	1.0	Initial SOP release.