

# Standard Operating Procedure (SOP)

## Dining Area Cleaning, Table Setup, and Section Arrangement

This SOP details the procedures for **dining area cleaning, table setup, and section arrangement**, encompassing the cleaning and sanitizing of dining surfaces, proper arrangement of tables and chairs to optimize space and customer comfort, and the organization of dining sections to enhance workflow and service efficiency. The goal is to maintain a clean, organized, and welcoming environment that meets health and safety standards and improves the overall dining experience for patrons.

### 1. Scope

- Cleaning and sanitizing dining area surfaces
- Proper table and chair arrangement
- Dining section organization

### 2. Responsibilities

- **All FOH Staff:** Maintain cleanliness and setup as per standards.
- **Supervisors/Managers:** Oversee, inspect, and verify compliance with SOP.

### 3. Required Materials

- Cleaning cloths (microfiber preferred)
- Approved sanitizing solution (labeled spray bottle)
- Disposable gloves
- Broom, dustpan, mop
- Table setting supplies (cutlery, napkins, menu, condiments, centerpiece)
- Table and chair arrangement plan (floor map)

### 4. Procedure

#### 4.1 Dining Area Cleaning

1. Wear disposable gloves before handling cleaning products.
2. Clear all tables of used dishes, utensils, and debris.
3. Wipe down tables and chairs with a damp cloth to remove crumbs and spills.
4. Spray tables, chairs, and high-touch surfaces with sanitizer. Allow to air dry or wipe with a clean cloth if directed by product instructions.
5. Sweep and mop the floor, paying attention to corners and under tables.
6. Check that all surfaces are dry and free of streaks or residue.
7. Remove gloves and wash hands thoroughly before resuming other duties.

#### 4.2 Table Setup

1. Refer to the table setting guide and standardized layout (see appendix).
2. Place tables and chairs according to floor plan, ensuring uniform spacing that allows free movement for guests and staff.
3. Set tables with the required items:
  - Napkin
  - Cutlery (knife, fork, spoon as required)
  - Menu(s)
  - Condiments (if needed)
  - Centerpiece (if used)
4. Double-check for cleanliness (no spots, crumbs, or fingerprints).
5. Ensure chairs are aligned with tables.

### 4.3 Section Arrangement

1. Divide dining area into designated sections per the floor plan.
2. Assign service staff to each section and display assignments where team can easily see.
3. Ensure all walkways and emergency exits are clear and accessible at all times.
4. Monitor the arrangement during service hours and adjust as necessary for crowd flow and reservation needs.

## 5. Quality Assurance & Safety

- Supervisors conduct random inspections during pre-opening and service.
- Address any issues immediately and retrain staff if required.
- Log cleaning and setup checks for accountability.

## 6. Documentation

- Maintain daily cleaning checklists.
- Record staff section assignments each shift.

## 7. Appendix

Task	Frequency	Responsible
Surface Cleaning/Sanitizing	Before opening, between guests, after closing	All FOH Staff
Table Setup	Before each service period	All FOH Staff
Section Assignment	Start of each shift	Manager/Supervisor

*Refer to restaurant's standard table setting visual guide for specifics.*