

Continue



1. PREPARE DINING AREA This lesson provides you with the basic knowledge and principles in proper furniture set-up and dining area preparation by using different table appointments and ways of table setting according to standards. PREPARED BY: MS. RICA L. GABRES 2. •After the food has been prepared and cooked, the next step will be the place of delivery. In food service industry, there are different styles to apply ranging from small to large groups and from simple to elegant Set-up. It may depends on the type of occasion. Furniture set up 3. SOME OF THE ROOM ARRANGEMENT CONSIDERATIONS TO REMEMBER: • Size or square footage of the room area. • Aisle space required for service personnel to go around while serving the food. • Service areas or wait stations, including the soiled dish areas. • Placement of the beverage stations, coffee stations, and portable bar. • Number of seats at each table. • Shape and size of a table. • Total number of guests. • Activity and flow of the guests. • Fire and safety codes and the emergency exits. 4. A BANQUET STYLE SET -UP • Banquet style is generally used to describe room set ups for meal functions. • Use round tables 66 to 72 inches. • Sit eight to ten guests per table. • Tables are usually ten feet apart from center to center. • Place chains a minimum of two feet from sidewalks. 8. Arrangement of Tables and Chairs 9. The preparation of the dining room is not complete without well - arranged tables and chairs. The important guide is to provide enough space as required by the type of service to be used. Formal services require wider covers compared to the informal ones, such as the American and English services. In a buffet service, tables can be arranged in different shapes such as the A shape, G shape, zigzag, and hollow square. These can be arranged separately to form food stations, such as a station for roasts, salads, and the like. Folding tables can be constructed for this type of service to allow for different arrangements. 10. IN ARRANGING THE TABLES, IT IS IMPORTANT TO REMEMBER THE FOLLOWING: 1. Provide for adequate space for the number of guests served. 2. Set the buffet table as close to the source of food as possible to allow the food servers to replenish the buffet table promptly and with minimum obstruction. 3. Study the logical movement of the diners to prevent crossing, thereby avoiding traffic and making service prompt and efficient. 11. Tables and Table Settings 12. Table setting or laying a table and otherwise known as place setting refers to the way to set a table with tableware, such as eating utensils and for serving and eating. The arrangement for a single diner is called a place setting. Tables should be set clean and orderly to make it inviting and appealing to the client. Clean and plain table cloth with creative napkin folding and a simple yet attractive centerpiece should be displayed. 13. TABLE SETTING IS DIRECTLY INFLUENCED BY: The pattern of table service to be used, which gives the established positions of some items. The menu to be served, which determines the specific appointments to be placed at covers. The size of the table, which influences the exact position of appointments at covers. 14. BELOW ARE SOME TABLE SETTING GUIDE TO REMEMBER FOR A SUCCESSFUL TABLE PREPARATION: 1. Check that all tables are stable and do not wobble. 2. Wipe the chairs and be sure they are clean and set at an appropriate length from the tables. 3. Check that the tables are clean on the top and edges. If plants or ledges are nearby, they should also be free of dust and dirt. 4. Examine the salt and pepper shakers, sugar bowl and any condiments. The shakers and bowl should be full and clean; sugar and sugar substitute should be stocked. Position these item at the center of tables according to the restaurant's procedures. 5. Inspect the table settings. Be sure everything is clean and aligned properly. 6. Be sure the floor is clean around and under the tables. Pick up trash. Whenever you have extra time, perform extra duties to make sure guests are taken care of. Side work duties are assigned and are expected to be carried out at the end of a shift to the expectations set forth. 15. PLACING OF LINENS 1. The shape of the tablecloth fit the shape of the dining table. 2. Drop at the sides of the table or overhang should be even and should not exceed 12 inches. 3. Place mats are laid with a distance of not more than 1 to 1 ½ inches from the edge. 4. Napkins are placed at the left of cover beside the fork or may be placed at the center on the plate or between knives and forks. 5. Napkins' open edges should face right. 16. PLACEMENT OF DINNERWARE 1. Bread- and- butter plate is placed at the left of the cover near the tip of the fork. 2. A salad plate is laid near the tip of the fork, if there is no bread-and-butter plate but if present, place the salad plate a little below the bread-and-butter plate. 3. Plates occupy the center of the cover and should be one inch from the edge of the table. 17. LAYING THE PLATWARE 1. Pieces are laid in order of use from the outside toward the plate. 2. Dinner knife is placed to the right of the plate with the cutting edge next to the plate. 3. Spoons are laid with the bowls facing up at the right of the plate. 4. All forks are laid at the left of the plate with the exception of the oyster fork which should be to the right of the soup spoon. 5. The butter spreader is placed on the bread--and-butter plate parallel to the table edge. 6. The dessert fork or spoon is usually placed in the center of the cover above the dinner plate. 7. No more than three forks should be set at the left. 8. Spoons for coffee served with the dessert should come with the service. 9. All flatware should be one inch from the edge of the table. 18. LAYING OF BEVERAGE WARE 1. Water glass is placed just above the tip of the dinner knife. 2. Second glass, usually a wineglass, is placed to the right of the water glass. 3. At formal dinner, the second glass is moved back and the third glass is in the forward position and the three forming a triangle or in a diagonal fashion. 4. No more than three glasses should be placed at the cover. 19. LAYING THE TABLE DECOR OR CENTERPIECE 1. For formal tables, a centerpiece is placed in the center. 2. The centerpiece should not be so large that it covers one person from conversing with another across the table. 3. Candles should be tall enough to be above the eye level. 4. Place cards may be needed in a formal dinner where more than eight guests are to be seated. These cards are placed on the napkin across the service plate. 20. Sample Table Settings 22. FORMAL DINNER TABLE SETTING: (Dinnerware, flatware and beverage ware may vary depending on your menu.) 1. Napkin 8 Teaspoon 2 Salad fork 9 Soup spoon 3 Dinner fork 10 Cocktail fork 4 Dessert and fork spoon 11 Water glass 5 Bread and butter plate with 12 Beverage glass spreader 6 Dinner plate 13 Beverage glass 7 Dinner knife 14 Coffee cup and saucer 24. Dining Equipment as Per Standard Operating Procedure 25. Work is made easier, labor costs are reduced, and sanitation is improved with the use of the right food service equipment. Equipment must be properly arranged in the dining area or kitchen, used and operated according to the manufacturer's specifications to ensure lasting service. 26. IMPORTANT FOOD SERVICE EQUIPMENT 1. Serving counters 2. Trays 3. Shelving cabinets 4. Refrigerators and freezers 5. Working tables 6. Weighing scales 7. Ranges 8. Griddles 9. Mixers 10. Slicer 27. SERVING COUNTERS Also known as cafeteria counters, are custom-built or made-to-order equipment which are used in the distribution of food. The serving counter may be 6 meters or longer depending upon the number of sections it contains. Its length depends upon the variety of food items to be offered, rather than the number of customers to be served. The counter surface is ideally covered with a plastic material such as formica or stainless steel. It should also include a hot food container, also known as bain-marie, a steam table designed to keep hot food hot. A tray trail measuring 25 to 30 cms. in width is usually placed at level with the counter space upon which trays can be made to slide. 28. TRAYS are available in varied sizes and shapes but the one commonly used in food service is the rectangular type which measures 36 by 46 cms. Other kinds of trays include aluminum, stainless steel, plastic, and fiberglass trays. Trays with divided sections are also used to eliminate the use of breakable dishes and the problem of washing them. 29. SHELVING CABINETS are made of wood or metal supported by uprights of the shelf containers and allow for maximum air circulation. They are primarily used for storage of dry goods and supplies. 30. REFRIGERATORS AND FREEZERS are used to hold food at sufficiently low temperature in order to preserve the food's quality and safeguard it against bacterial growth. There are different types of refrigerators and freezers. These include the walk-in and reach-in refrigerators and upright and box-type freezers. 33. It is called a stove, is the classic cooking appliance that you'll find in many American kitchens. It combines an oven for baking, roasting and broiling with a stovetop/cooktop for boiling, steaming and sauteing. RANGES 34. GRIDDLES a griddle has a smooth and flat surface, perfect for cooking breakfast foods like bacon, sausages, pancakes, home fries, french toast, and eggs. You can also use a griddle to make grilled cheese sandwiches, quesadillas, and anything else that you would usually cook on a frying pan. 35. MIXERS is a kitchen device that uses a gear- driven mechanism to rotate a set of "beaters" in a bowl containing the food or liquids to be prepared by mixing them. 36. SLICER to create uniform slices of different types of foods. We will mainly discuss meat and cheese slicers here as they are the more advanced equipment and used in a large variety of restaurants. 2. TABLE LAYOUT AND SET UP •THE STANDARD SET UP OF A RESTAURANT VARIES DEPENDING ON THE TYPE OF SERVICE AND THE REQUIREMENTS OF CUSTOMERS. •FINE DINING USUALLY REQUIRES PRE-SET UP OF TABLES BEFORE SERVICE BEGINS. THIS MAY NOT BE PRACTICAL FOR CASUAL DINING OR CAFETERIAS. •PRE-ORDERED ORDERED MENUS WILL REQUIRE A COMPLETE TABLE SET -UP BEFORE THE ARRIVAL OF THE GUESTS. 3. FACTORS THAT CAUSES BREAKAGES IN DINNERWARE 1. Mechanical impact 2. Thermal shock 3. Improper handling and misuse or equipment 4. Improper racking and stacking of glasses and tableware 5. Inattentiveness or absent-mindedness 6. Improper bussing 7. Environmental factors 4. PROPER STORAGE OF EQUIPMENT 1. Clean and wipe dry all equipment before storing them. 2. In sorting: scrape all left over by hand, sort dishes according to size, stack dishes in separate pile, invert cups and saucers when placing them in racks, pre-sock silverwares, glass servers, and warm servers 3. In racking: rack dishes according to size, do not overcrowd dishes, rack silverwares in special containers, stack trays evenly 4. Handle dishes by the edge cups, silver by the handle, stemmed glasses by the stem, tumblers by the base 5. Keep the dish storage area clean at all times to protect from pest infestation 6. Keep dish rack away from the exit end of the machine 5. STANDARDS OF TABLE SET-UP 1. Completeness • All needed utensils: dinnerware, glasses and other equipment are set on the table prior to serving orders. Condiments, • Coffee or tea must go with sugar, milk/creamer 2. Cleanliness and Condition of Equipment • All pre-set equipment must be immaculately clean, sanitized with sanitizing detergent, wiped dry, and free of spots or water marks. 3. Balance and Uniformity • There is even spacing between chairs and covers. • Cutlery are spaced at least one (1) inch from the edge. 4. Order • The cutlery are arranged in proper sequence following the order by which they will be served. • Fork and side dishes are on the left side. • Folded paper napkin (if used) on the left side under the fork. • Water glass is placed on the right side, about an inch on top of the dinner knife. • The glasses, cups, saucer, spoons, knife and cocktail fork are on the right side. Required condiments as well as flower vase are placed at the center of the table 6. STANDARDS OF TABLE SET-UP 5. Eye Appeal • The whole set up looks presentable. • Presidential and buffet tables are skirted for banquet functions. • Appropriate color combinations are used. • No eye sore is seen in the dining area. • Appropriate centerpiece and other decors are provided for. 6. Timeliness • Set up is completed on time -- at least 30 minutes prior to the start of operations. 7. GUIDELINES IN TABLE SETTINGS Steps Procedures Rationale/Additional Information Lay down the silverware on the place Dinner fork on the left, dinner knife on the right. Hold them by the handle not by the tines What is used by the right side and what is used by the left hand should be placed on the left side Setup the water goblet On top of the dinner knife, at a distance of ¼ inch., on the right side. Handle goblets by the stem and tumblers by the base Setup the folded napkins Position the folded napkin on top of the placemat or the show plate. Setup condiments Place at the center, beside the flower base This makes it more accessible for everyone in the table Setup the bread plate Place on the left side of the fork when a square rectangular table is used or on top of the fork if a round table is used Make sure the logo is positioned on the top at the center Setup the cup and saucers Place on the right side of the cover, with the handle of the cup in a 5 o'clock position 8. GUIDELINES IN TABLE SETTINGS Lay down the silverware on the cover Place dinner fork on the left, dinner knife on the right. Hold them by the handle not by the tines 10. GUIDELINES IN TABLE SETTINGS Setup condiments Place at the center, beside the flower base This makes it more accessible for everyone in the table Setup the folded napkins Position the folded napkin on top of the placemat or the show plate. 11. TABLE SETTING Refers to the way a table is set with tableware for serving and eating. PLACE SETTING Arrangement for a single diner 12. BASIC RULES IN TABLE SETTING 1. Chargers -- or dinner plates should placed on the table first. 2. Napkins -- are folded elegantly 3. Silverware -- placed 1 inch from the edge of the table 4. Knives -- are set to the right of the dinner plate. Blades should face inward towards the table setting 5. Forks -- set on the left of the dinner plate. 3 forks are set (for seafood, main course and salad). In formal dining salad forks are set on the right side. 6. Spoons -- set to the right of the knives. Soup spoon on the end. Dessert spoon are set above the plate. Coffee spoons are set on the saucer. 7. Glasses -- set above the plate to the right. Left to right -- water glass, red wine glass, white wine glass and champagne flute (if ordered) 8. Dessert --dessert plates and coffee or tea cups will be set out after dinner. Dessert fork and dessert spoon should be placed above the dinner plate. Coffee spoons are placed on the saucer. 13. DIFFERENT TYPES OF TABLE SERVICE 1. American Service 2. Russian Service 3. French Service 4. English Service 5. Buffet Service 14. 1. AMERICAN STYLE OF TABLE SET-UP (ALSO CALLED PLATED SERVICE) A formal American style place setting retains the familiar fork on the left, knife on the right positions common to most dinner table. To use utensils correctly, start with those farthest away from the plate and work inward toward the plate. 15. 1. SHOW PLATE 2. DINNER KNIFE 3. DINNER FORK 4. WATER GOBLLET 5. CUP AND SAUCER 6. BREAD AND BUTTER PLATE 7. SUGAR AND CREAM CONTAINER 8. CONDIMENTS CONTAINER 9. CENTERPIECE 10. TABLE NAPKIN AMERICAN STYLE OF TABLE SET-UP (ALSO CALLED PLATED SERVICE) 17. 2. RUSSIAN STYLE OF TABLE SET-UP (ALSO CALLED PLATTER SERVICE) Russian style table settings are formal settings used for banquets, formal dinner events and any fine dining restaurants. The table setting is distinctive and appealing whereas the dinnerware, glassware and flatware are placed precisely on the table. 18. RUSSIAN STYLE OF TABLE SET-UP (ALSO CALLED PLATTER SERVICE) 19. RUSSIAN STYLE OF TABLE SET-UP (ALSO CALLED PLATTER SERVICE) 20. RUSSIAN STYLE OF TABLE SET-UP (ALSO CALLED PLATTER SERVICE) 21. RUSSIAN STYLE OF TABLE SET-UP (ALSO CALLED PLATTER SERVICE) 22. RUSSIAN STYLE OF TABLE SET-UP (ALSO CALLED PLATTER SERVICE) 24. 3. FRENCH STYLE OF TABLE SET-UP (ALSO CALLED GUERIDON SERVICE) Partially prepared foods are finished cooking on a rechaud (small portable stove) that is on a gueridon (moveable service trolley). The chef de rang (senior waiter) finishes the preparation of the pre-prepared food near the guests table and individually plates the finished foods. Then the commis de rang (lowest ranking waiter) serves the food to guests from the left-hand side of the guest. 25. 3. FRENCH STYLE OF TABLE SET-UP (ALSO CALLED GUERIDON SERVICE) Note: Same set up of Russian Service, the only difference is that show plate is only available in the table and replaces the cocktail/appetizer fork to escargot fork. 27. 4. ENGLISH SERVICES Silver service (in British English) is a method of foodservice at the table, with waiter transferring food from a serving dish to the guest's plate, always from the left. It is performed by a waiter by using service forks and spoons from the diner's left. In France, it appears to be now known as service à l'anglaise ("English service") 4. I am 'glaise [à-jè-'plèz 29. 5. BUFFET SERVICE (ALSO CALLED SELF SERVICE) It is a self-service style. The dishes are displayed on the buffet table. A meal consisting of several dishes from which guests serve themselves. 30. 5. BUFFET SERVICE (ALSO CALLED SELF SERVICE) 31. 5. SET-UP FOR BUFFET SERVICE Dishes in a buffet shall be arranged from the lightest to the heaviest. Setup shall start with cold dishes to include cold appetizers, cold platters and salads with dressing. A salad plate shall be setup for the cold dishes. 32. 5. SET-UP FOR BUFFET SERVICE Hot dishes shall be laid down in proper sequence- lightest to heaviest. Sequence will be: 1. Soup 5. Seafood 2. Rice 6. Chicken 3. Pasta 7. Pork 4. Vegetable 8. Beef 33. 5. SET-UP FOR BUFFET SERVICE A serving spoon and fork underlined in a plate shall be provided for cold and hot dishes as well as dessert. The last portion of the buffet will be dessert, along with dessert plate and dessert spoon. 35. Sample Flow of a Buffet Set Up 41. VIDEO PRESENTATION : HOW TO SET THE TABLE 43. PERFORMANCE TASK Familiarize yourself with the different types of table set up. Use the different tableware provided for each group. Set-up for the following: 1. American Style 5. Basic Service 2. French Style 6. Breakfast 3. Russian Style 7. Formal Table set up with seafood 4. English Style 8. Video Formal table set up PPTXTable Napkin FoldingGeraldine BalladaresPPTXNapkin folding pptxswetshannonDOCTXTable settingGlenda JacaPPTXTable appointmentsSuekko HeintzPPTINTRODUCTION TO FOOD AND BEVERAGE SERVICESMUMTAZUL ILYANI AZHARPPPTStyles of table service pptKrouern SopheakPPTXRules in setting table.pptxMa. 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