



Hospitality and Catering

Prepare and clear service areas

Lesson 6

Recognise the importance of preparing and clearing service areas in hospitality and catering with this course.





Communication

Hand over useful information to the next shift. e.g. Faulty equipment.

Write a job lists for the next shift.





Communication

Cleaning materials list to restock the cleaning cupboard.

Food and drink orders for suppliers.





Communication.

Report any incidents or unexpected situations.

Report any accidents.

Share job and order lists with the supervisor.



Before you leave

- Clean everywhere
- Restock refrigerators





Before you leave

- Clean and stack crockery ready for next shift
- Clean and polish cutlery





Before you leave

- Change bin bags
- Turn off equipment





Security at the end of the shift

- Lock up if needed
- Hand over or store keys securely





Security at the end of the shift

- Secure money in a safe
- Secure money in a collection point





Tips for preparing and clearing

- Follow a clean as you go routine
- Always leave areas as you would like to find them
- Pretend to be the customer. What do you see?
- Take pride in your work



Revision Activity 6

What tasks should be performed before you leave?