



Hospitality and Catering

Prepare and clear service areas

Lesson 3

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





Setting up tables for service

There are many ways that people like to set up tables.

Consider the time of day and type of place you work at.





Setting up tables for - Fast food

Tables will be empty of crockery.

Condiments and napkins at a maximum.





Setting up tables in a cafe - Informal

Minimum items on a table would be:

- Basic cutlery
- Napkins
- Side plate
- Condiments





Setting up tables in a formal dining room

Restaurants and hotels that have high standards will have different ways of setting up tables at different times of the day.

- Breakfast
- Lunch
- Afternoon tea
- Dinner





Formal breakfast table setting

- Basic cutlery for hot and cold food
- Cup and saucer for hot drinks
- Glass for fruit juice
- Condiments and napkins





Formal lunch table setting

- Cutlery for starter and main course
- Side plate for bread
- Napkins and condiments
- Glasses for water and wine





Formal dinner table setting

- Cutlery for starter, main and dessert
- Glass for water
- Glasses for white and red wine
- Side plates
- Condiments
- Coffee cups





Clearing tables in a formal setting

Always clear from the right hand side of the customer.

Balance dirty plates on the left arm.

Stack your plates as you clear. This is skill that is learnt over time.





Clearing tables formally

If you are new to a formal way of clearing
– be safe.

- Only carry 2 or 3 plates at a time
- Use a tray
- Work in pairs for safety





**Check food is
available on
the menu with
your team**



**Keep drinks and
food cabinets
fully stocked.**





Revision Activity 3

What items are required to set up for a formal dinner?