

TRAINING PROGRAMS

RESTAURANT PERSONNEL

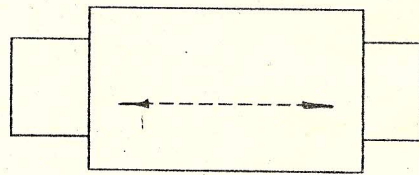
PART IX

PROPER TABLE SET

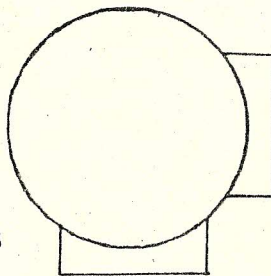
I. POSITION SETTINGS ON A TABLE

- A. A guest should have enough dining space to feel comfortable. Allow approximately 20 inches for each setting.
- B. Position chairs so that guest is not inconvenienced by table leg.
- C. For setting for two:

PLACE OPPOSITE EACH OTHER

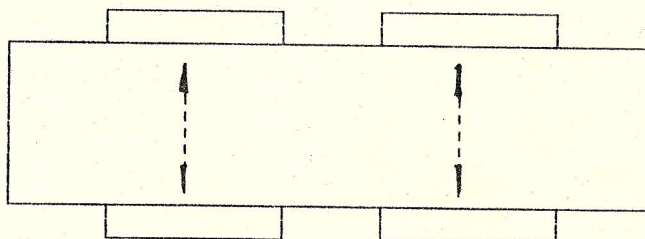


OR

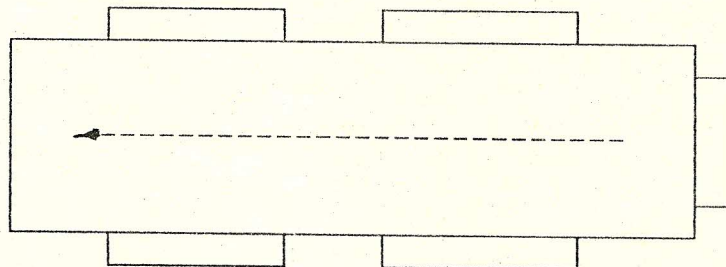


AT RIGHT ANGLES

- D. For even number settings, position guests so that they face each other.

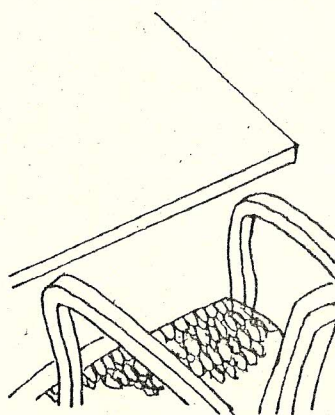


- E. For odd number settings, the odd number faces an open space.



II. ARRANGING CHAIRS AROUND A TABLE

- A. Chairs must be in good and safe condition. Remove any damaged chairs immediately from the dining room and report to management.
- B. Wipe chairs with a clean damp cloth to remove soil, food, etc.. The seats should be clean and free from food and debris.
- C. Place a chair to allow for comfortable seating.
1. Place a chair in front of each place setting.
 2. The edge of the arm and seat of the chair are just against the table, but not under the table.

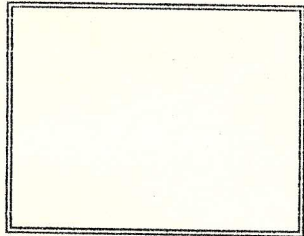


III. ARRANGING A CENTER SETTING

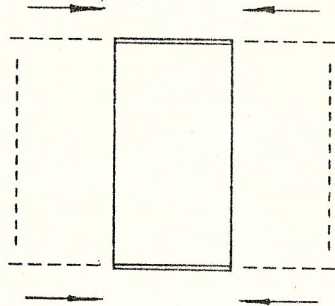
- A. Center settings should be functional and attractive. All items should be clean and undamaged.
- B. The center settings include:
1. Salt and Peper Shakers
 - filled to top
 - cleaned and polished
 - no chips
 2. Planter
 - plant green and healthy
 - pot clean and unchipped
 3. Ashtray and Matchbox
 - matchbox full
 - ashtray clean and not chipped
 4. Sugar Bowl
 - clean
 - filled with standard quantity of sugar and sweet and low packets
 5. Hexagon Tent
 - clean
 - not cracked
 - contains current information
 6. Cocktail Menu (for luncheon service)
 - clean and not torn or soiled
- C. See diagrams for table arrangements.

IV. PLACING THE NAPKIN ON THE SETTING

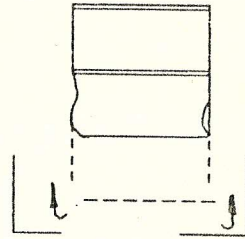
A. Prepare napkin with flat fold style, using two folds.



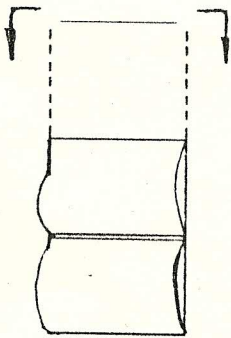
Step a: unfold square napkin, hem side up



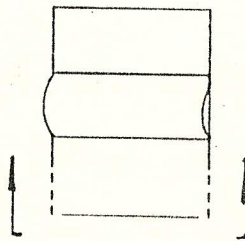
Step b: fold in thirds



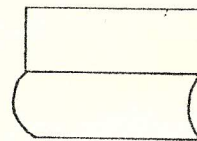
Step c: bring bottom edges to slightly below center of napkin



Step d: bring top edges and fold down so edges of napkin meet.

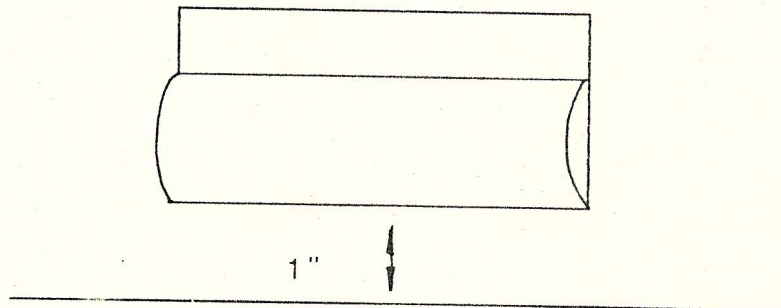


Step e: bring bottom edge up and fold at where seam meet.



Step f: place napkin on meeting with fold on top, so that the napkin will open towards the guest.

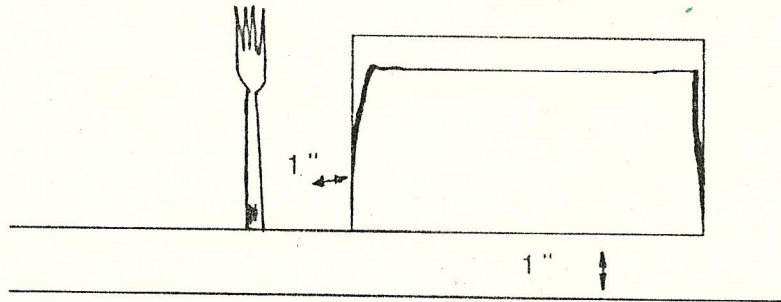
B. Place the napkin in the center, using the properly positioned chair as a guide. The napkin should be 1" from the edge of the table.



V. PLACING FLATWARE AND CHINAWARE ON THE COVER - BREAKFAST

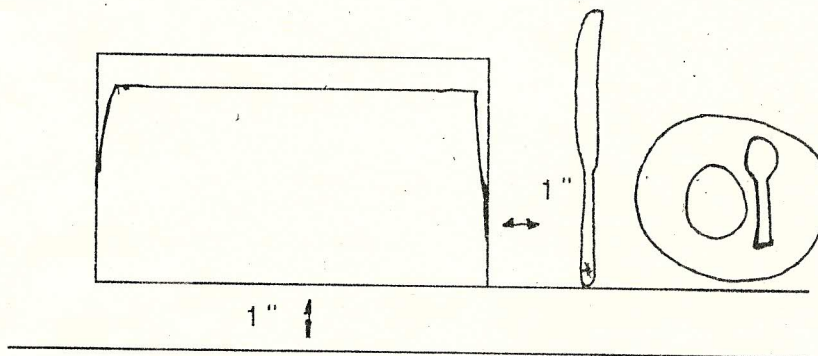
A. FORK (LEFT SIDE OF THE NAPKIN)

1. The dinner fork is placed tines up, 1" from the edge of the table and 1" to the left of the napkin.



B. KNIFE, TEASPOON (RIGHT SIDE OF THE NAPKIN)

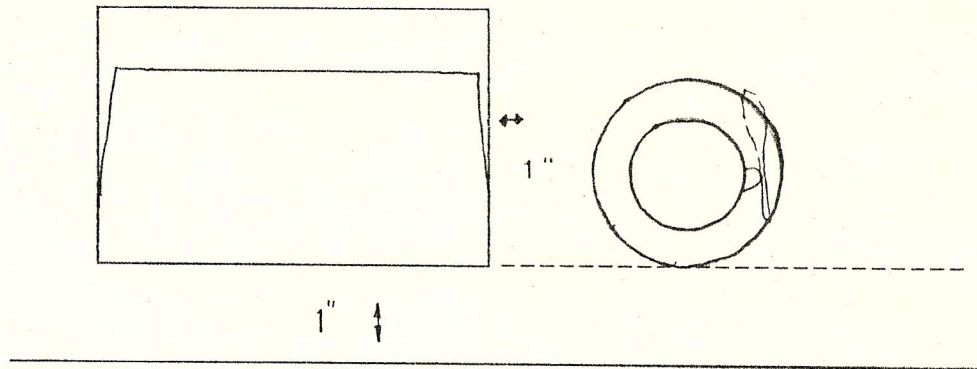
1. The dinner knife is placed 1" from the edge of the table and 1" to the right of the napkin. The cutting edge always faces toward the napkin.
2. The teaspoon used for coffee is positioned to the right of the coffee cup on the top on the saucer.
- 3.



C. CUP SAUCER

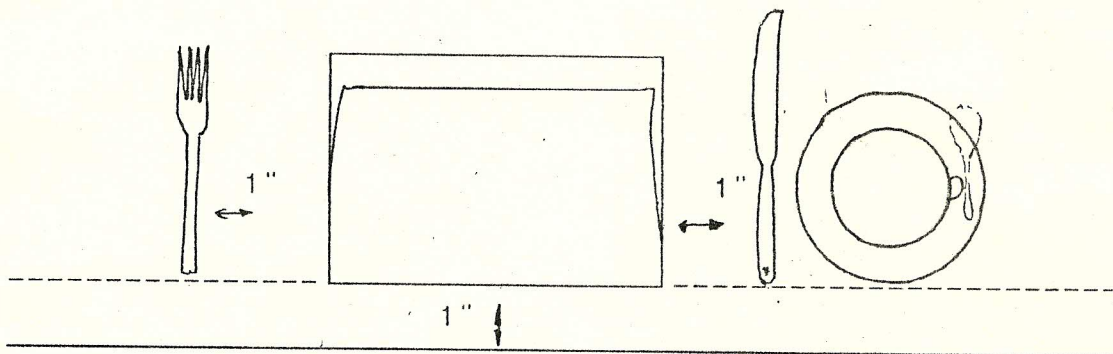
1. Place the cup and saucer 1" to the right of the knife and 1" from the edge of the table.
2. The handle of the cup is positioned to the right at 3 o'clock with the logo facing forward.

3.



D. THE COMPLETE SETTING - BREAKFAST

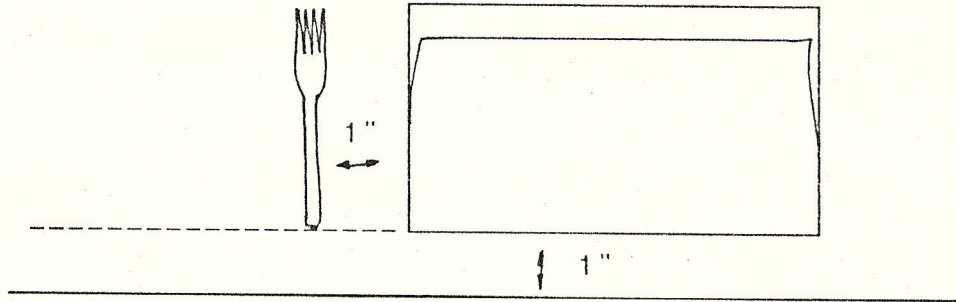
1. The flatware is equidistant around the napkin(1").
2. The bottom edge of the handles line up with the napkin and lie 1" from the edge of the table.
3. The cup and saucer is placed to the right of the knife 1" from the edge of the table.
4. All logos are straight and face forward.



VI. PLACING FLATWARE AND CHINAWARE ON THE COVER - LUNCHEON

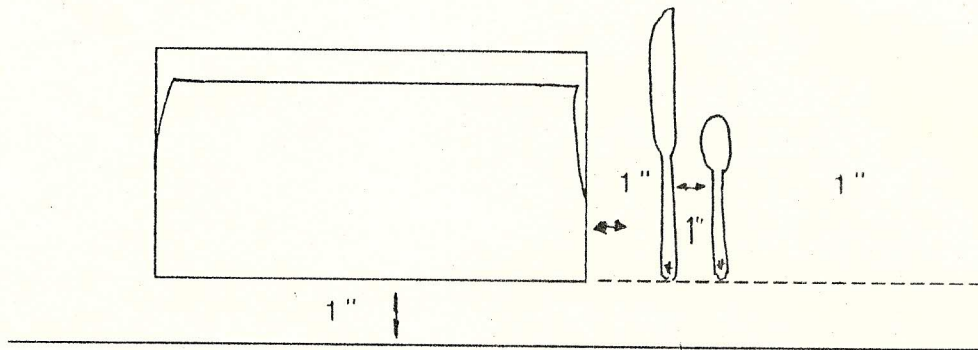
A. FORK (LEFT SIDE OF THE NAPKIN)

1. The dinner fork is placed tines up, 1" from the edge of the table and 1" to the left of the napkin.



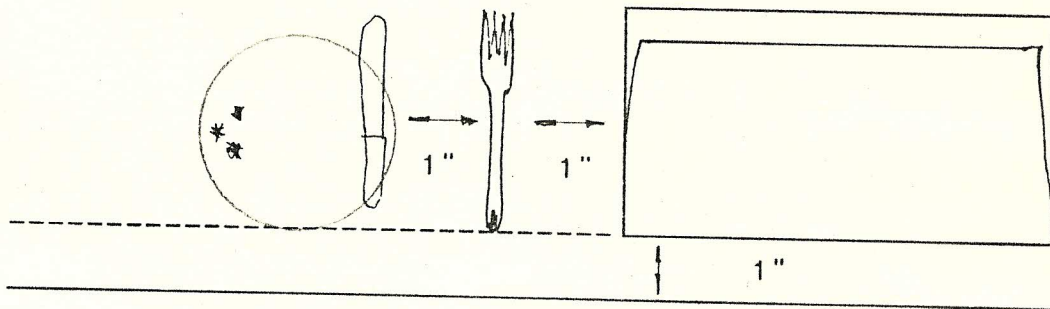
B. KNIFE, TEASPOON (RIGHT OF THE NAPKIN)

1. The dinner knife is placed 1" from the edge of the table and 1" to the right of the napkin. The cutting edge always faces toward the napkin.
2. The soup spoon is positioned parallel and 1" to the right of the knife, 1" from the edge of the table.



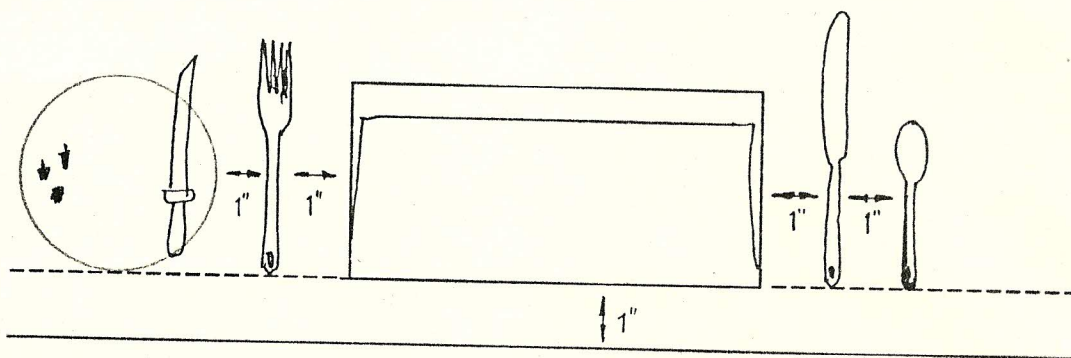
C. BUTTER PLATE

1. The butter plate is positioned 1" to the left of the fork, 1" from the edge of the table.
2. The butter knife is placed on the right side of the butter plate.









D. THE COMPLETE SETTING - LUNCHEON

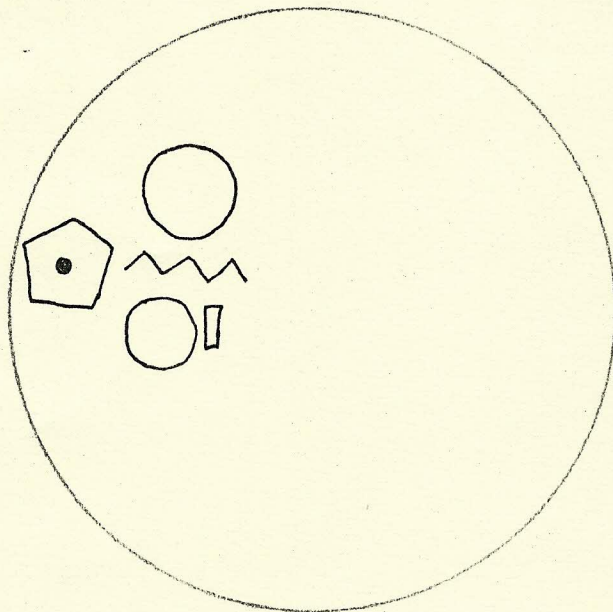
1. The flatware is equidistant around the napkin (1").
2. The bottom edge of the handles of the flatware line up with the napkin and lie 1" from the edge of the table.
3. The butter plate is placed 1" to the left of the fork and 1" from the edge of the table.
4. All logos are straight and face forward.



VII. TYPICAL TABLE SETTINGS

Center Settings:

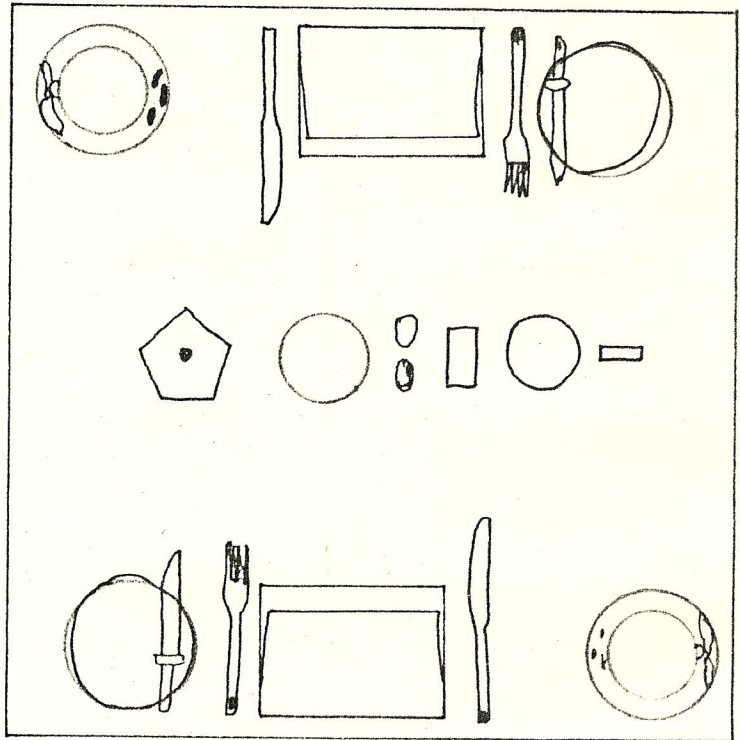
-  Salt and Pepper Shaker
-  Planter
-  Ashtray and Matchbox
-  Sugar Bowl
-  Hexagon Tent
-  Cocktail Menu



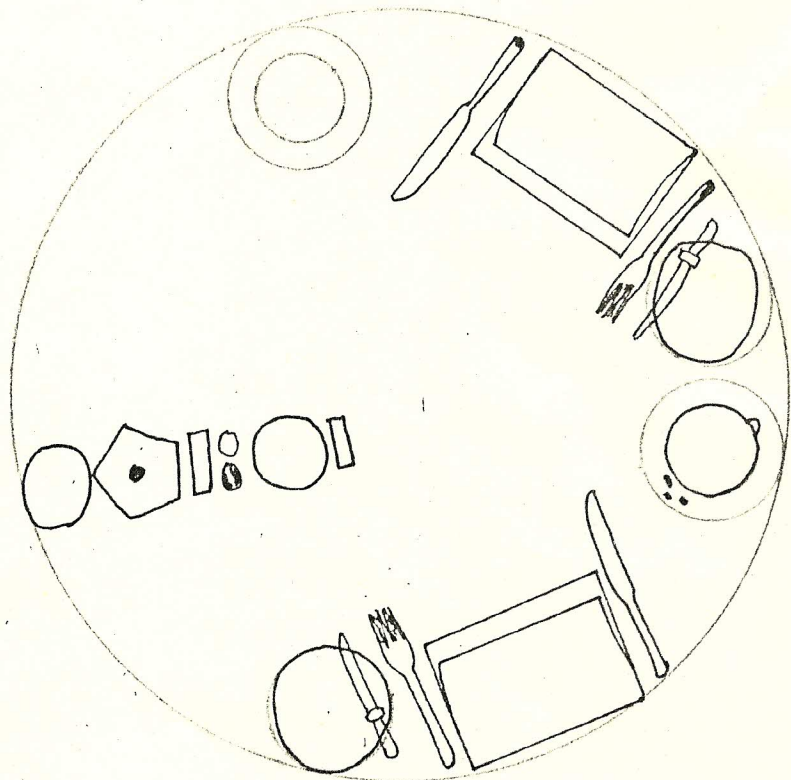
A. COCKTAIL SERVICE

30" Round Table

B. BREAKFAST SERVICE FOR TWO



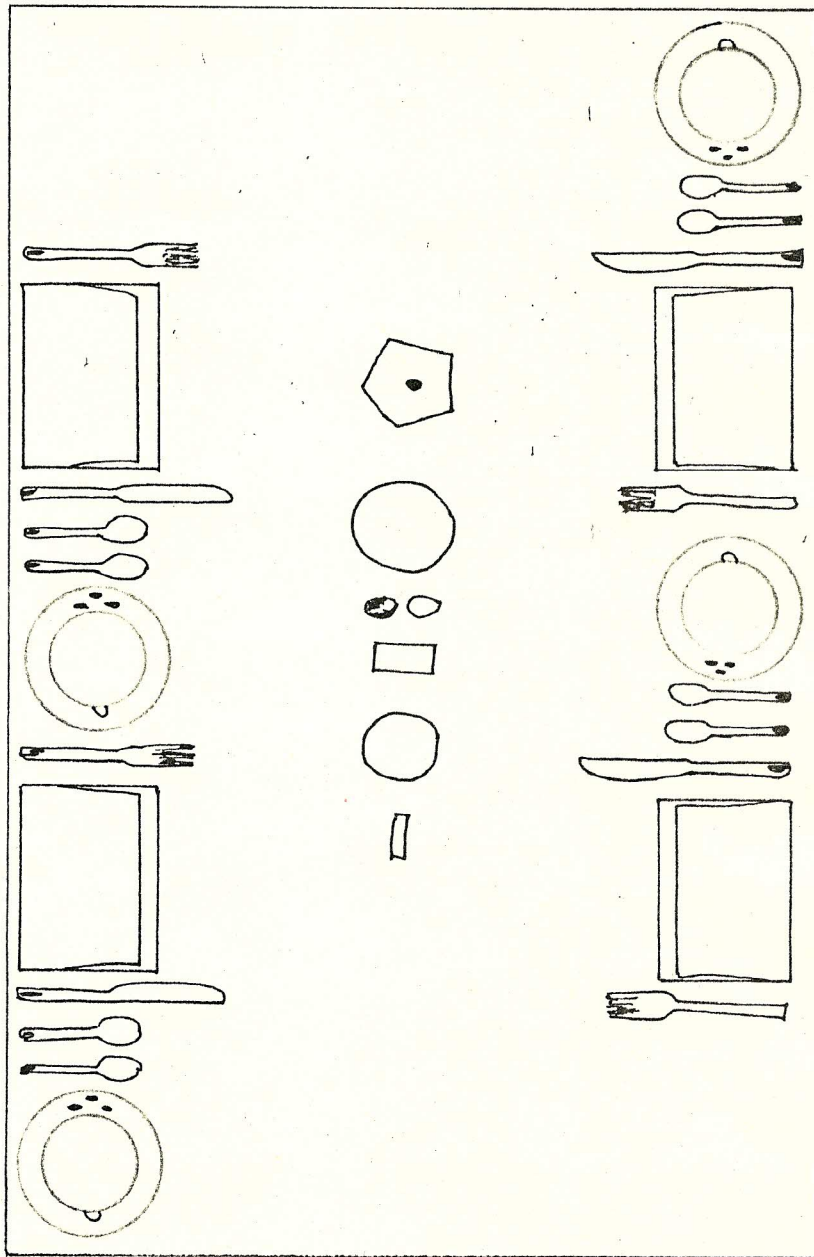
30" X 32" Table



36" Round Table *

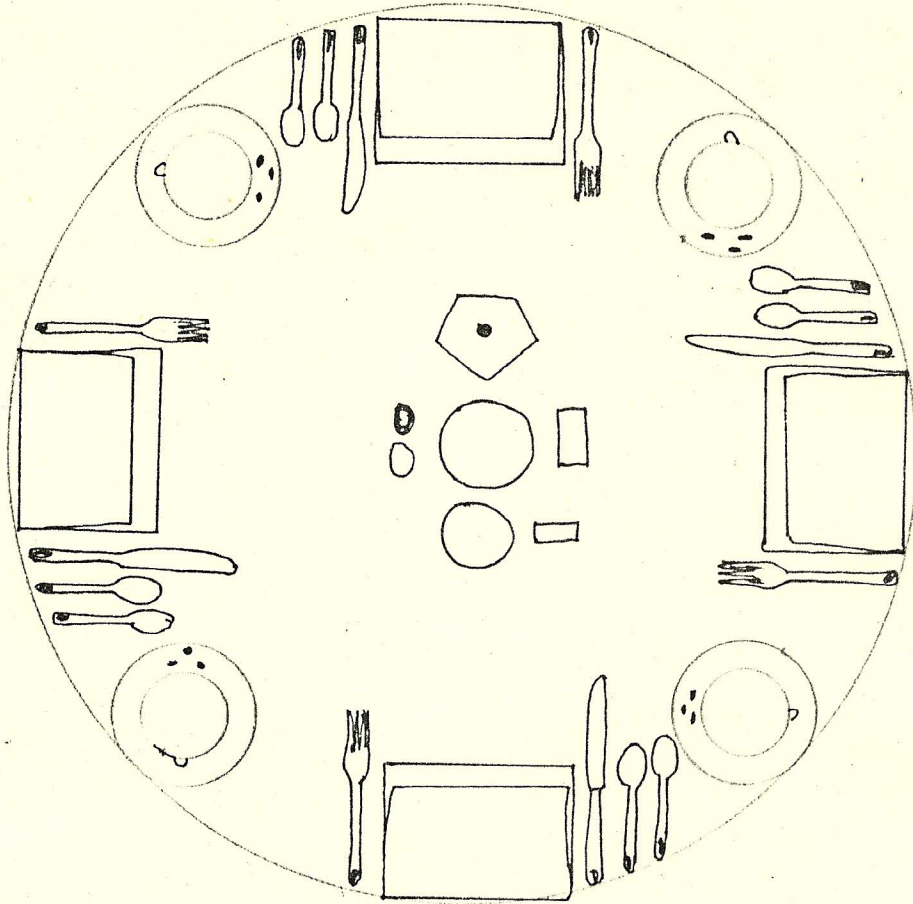
* arrangements of settings
may vary with view

C. BREAKFAST SERVICE FOR FOUR



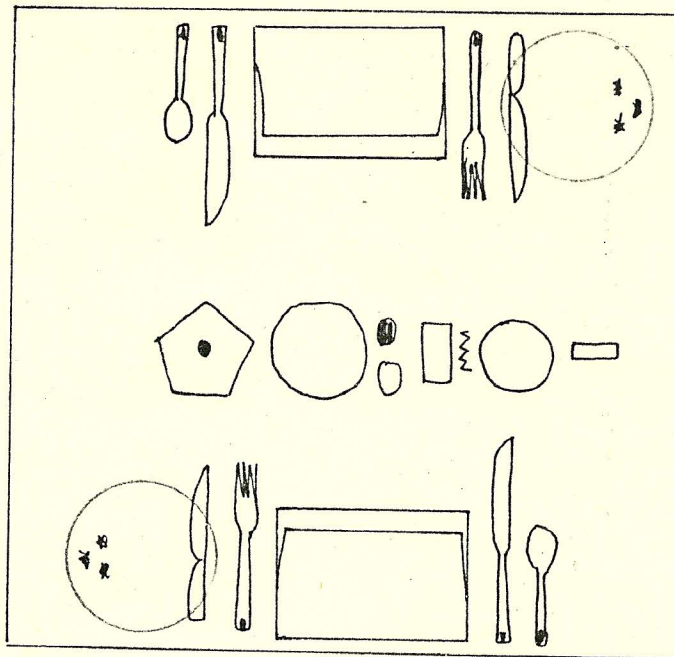
30" X 48" Table

C. BREAKFAST SERVICE FOR FOUR (continued)



36" Round Table

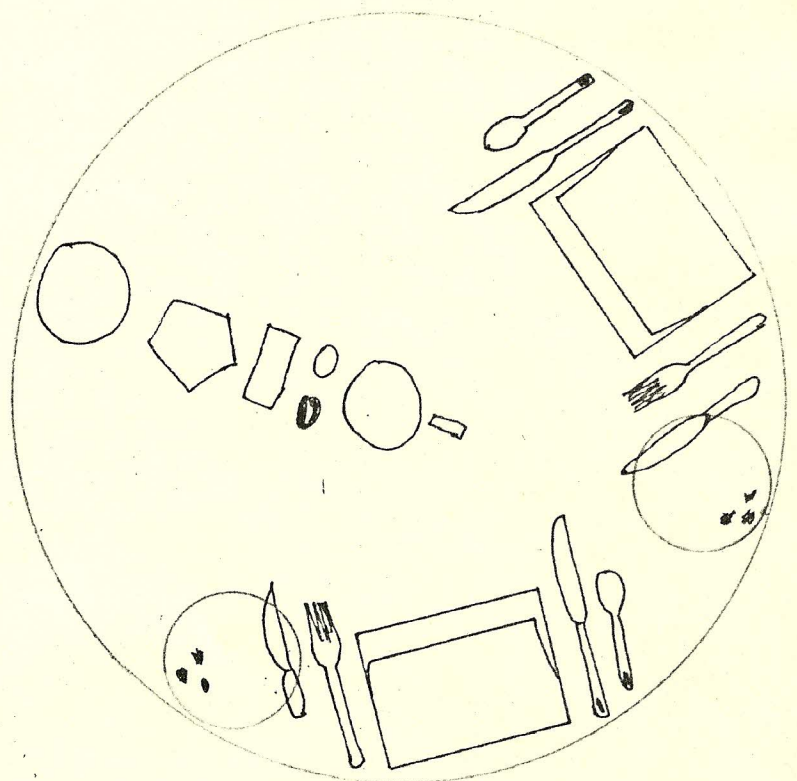
D. LUNCHEON SERVICE FOR TWO



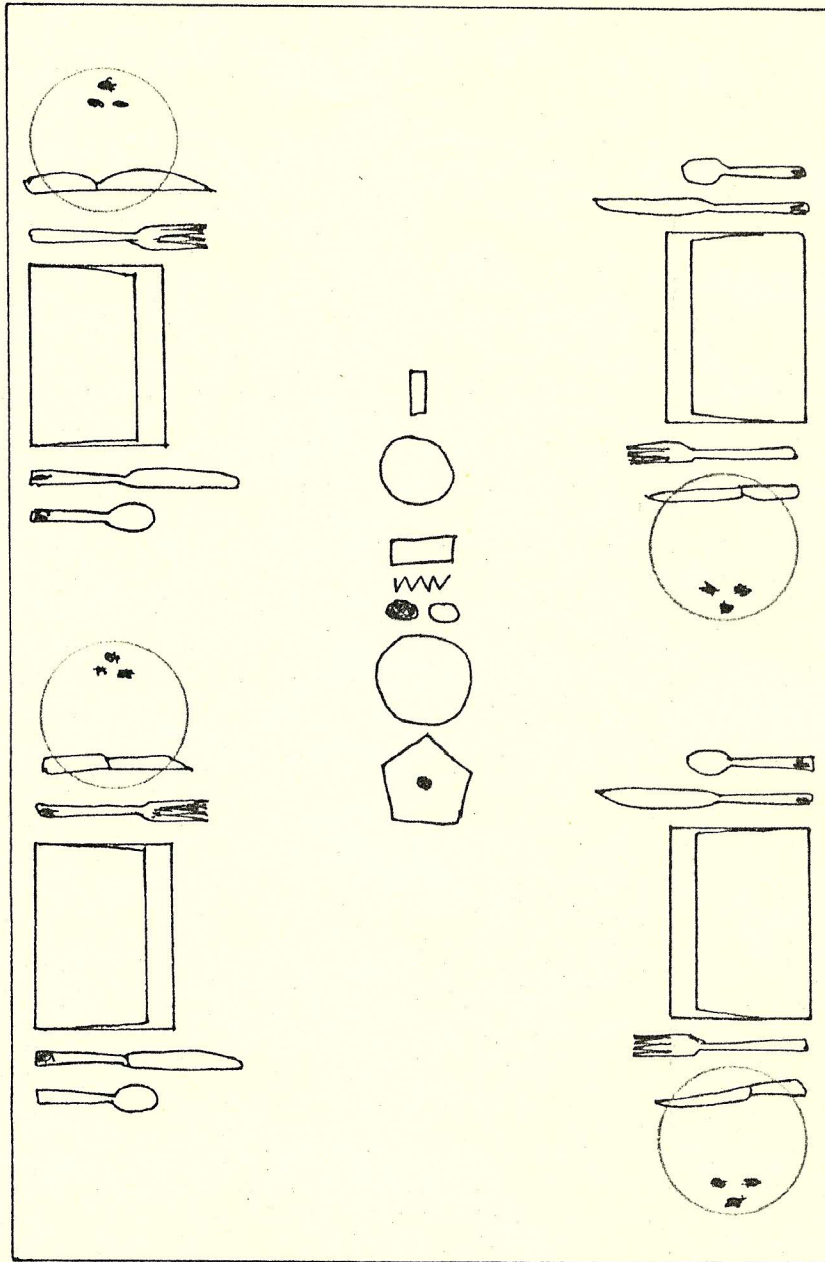
30" X 32" Table

36" Round Table*

* arrangements of settings
may vary with view

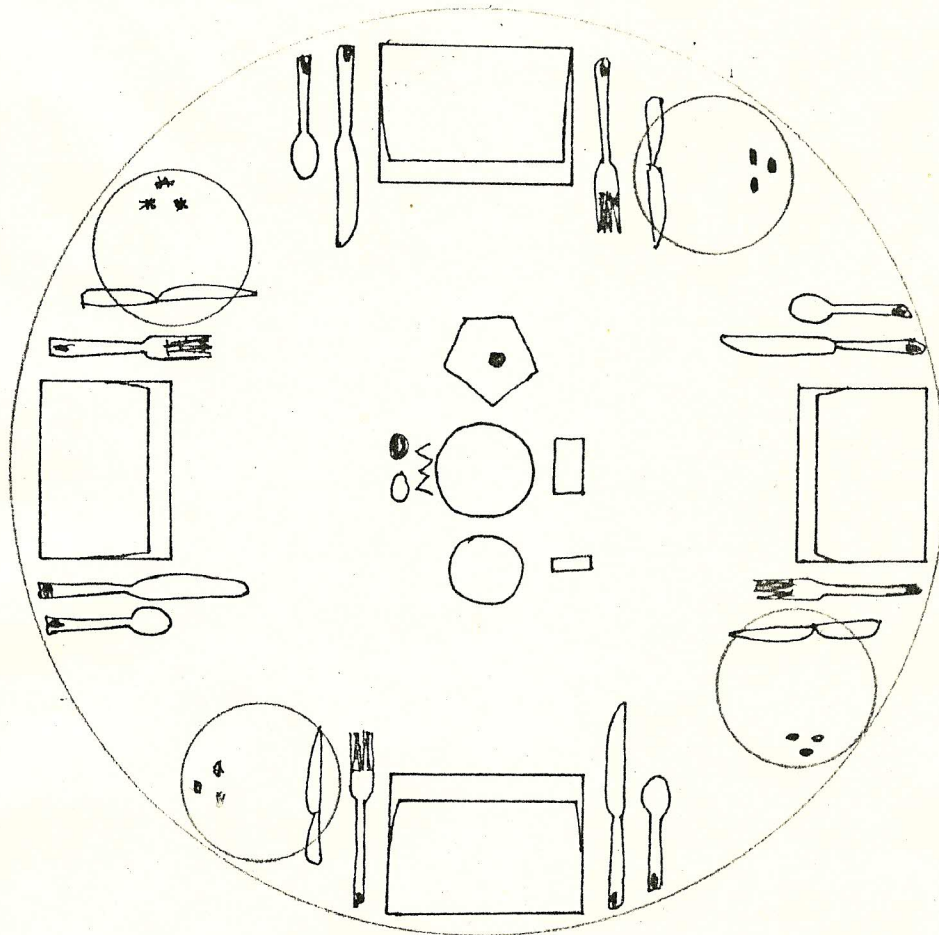


E. LUNCHEON SERVICE FOR FOUR



30" X 48" Table

E. LUNCHEON SERVICE FOR FOUR (continued)



36" Round Table

VIII. RESETTING A TABLE

- A. After the guest leaves, bushelp will immediately clear and reset table.
- B. Take to the table a wet service towel and a clean cocktail tray lined with a service towel.
- C. Remove all dishes and silverware and place on tray.
- D. Wipe and reposition center setting if necessary.
- E. Wipe table clean with the wet service towel.
- F. Bring tray of soiled serviceware to the station and sort on designated busing trays.
- G. Carry new settings to the table on a clean cocktail tray.
- H. Position place settings as previously instructed.
- I. Wipe and re-position chairs.

POINTS TO REMEMBER

- Work as quickly and quietly as possible, without attracting attention.
- Always use a tray.
- It is important to check the center setting for cleanliness, and completeness every time you reset the table. For example, matches are many times taken by the guest.

END OF PART IX