



RESOURCE LIBRARY - STEWARDING
Setup of Areas 工作区域布局

CODE: 03.16.059

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Standard:

Set up of food pick up and clearing stations must be done prior to the commencement of service.

Procedures:

1. Food Pick Up Station

- Set up next to hot boxes in banquet and prepare enough trestles and table joined side by side in one line.
- To keep tables clear except for equipment being used by chefs for function.
- Set on table stand for hot trays from oven, jugs for sauce and cutting boards if required.

NB: All tables must be covered with table cloth to prevent damage from heat or food spills.

2. Clearing Station

- Set up enough trolley and table at banquet dishwasher.
- Set up empty, different types of glass racks, cutlery holders, and bucket for misc items.
- Rubbish bins with liner for food scraps, empty bottle and box.
- Plate trolley for placing of dirty crockery.
- Prepare proper detergent for pre-soaking.
- Prepare mop, broom, rag and dustpan for cleaning during function.

NB: Make sure both areas do not impede movement of food and service staff.

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标准:

提供服务前要摆放好食物提取台和清理台。

程序:

1. 食物提取台

- 设置在保温箱边，根据宴会的大小摆放一定数目的桌或架并排列在一起。
- 除了厨师正在使用的以外，桌子要保持有条理。
- 如果需要，放置装汁的壶，放烤盘的架等。

注意：所有桌子要盖上台布或干净的报废布草以防烫坏或食物泼溢。

2. 清理台

- 要在宴会洗碗机旁放置大推车和桌子。
- 放置空的不同尺寸的杯筐，盛装餐具和其它餐具的容器。
- 准备垃圾桶及垫轮盛装空瓶、纸盒等垃圾。
- 放置餐具车运输瓷器。
- 准备预泡用的清洁剂。
- 准备拖把、扫把、抹布和簸箕在宴会进行当中随时保持清洁。

注意：确保两个区域的摆放不要妨碍服务人员的行动。

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