

2161 Prepare and clear areas for table/tray service

SQA Unit Code

H43P 04

Level 2

SCQF Level 5

Credit value 4

Unit Summary

This unit is about preparing service areas and equipment (for example, utensils, trolleys, fridges) prior to service and ensuring that there are sufficient seasonings, sauces and other accompaniments available. It also covers preparing service items such as trays, crockery, ashtrays, and laying up for either tray or table service. Finally the unit covers clearing dining areas, and storing equipment and condiments.

In order to be assessed as competent you must demonstrate to your assessor that you can consistently perform to the requirements set out below. Your performance evidence must include at least one observation by your assessor.

You must be able to:	You need to show: Evidence must be work-based, simulation alone is only allowed where shown in <i>bold italics</i>
<p>1. Prepare and clear areas for table/tray service</p> <p>This means you:</p> <p>Check that service areas are hygienic, clean, free from damage and ready for use in line with service style</p> <p>Check that service equipment is clean, free from damage, located where it should be and switched on ready for use</p> <p>Check that sufficient stock of service items are clean, free from damage and stored ready for service</p> <p>Prepare the condiments and accompaniments ready for service and store them safely</p> <p>Check that refuse and waste food containers are hygienic, empty and ready for use</p>	<p>Evidence of preparing and clearing areas for table/tray service in accordance with workplace procedures</p>
<p>2. Prepare and clear areas and equipment for table/tray service</p> <p>This means you:</p> <p>Check the service area ensuring that it is clean,</p>	<p>Evidence of preparing and clearing areas and equipment for table/tray service in accordance with workplace procedures</p>

<p>free from damage and correctly laid out in line with the service style</p> <p>Check that service items are clean, free from damage and located ready for customer use</p> <p>Lay up tables and trays in line with the service style</p> <p>Check menus and promotional items and ensure that they are ready for customer use</p>	
<p>3. Clear dining and service areas after service</p> <p>This means you:</p> <p>Collect all the service items for cleaning or storage</p> <p>Prepare used or soiled table linen for laundry or dispose of it following recommended procedures</p> <p>Store food items, condiments and accompaniments which will be used in the future as required</p> <p>Dispose of rubbish and waste food following recommended procedures</p> <p>Ensure that service equipment is clean, correctly stored and turned off where appropriate</p> <p>Ensure that dining furniture is clean and ready for future use</p> <p>Leave dining and service areas tidy and ready for cleaning</p>	<p>Evidence of clearing dining and service areas after service in accordance with workplace procedures</p>

<p>You need to know and understand:</p> <p>Evidence of knowledge and understanding should be collected during observation of performance in the workplace. Where it cannot be collected by observing performance, other assessment methods should be used.</p>
<ol style="list-style-type: none"> 1. safe and hygienic working practices for preparing service areas and equipment for table/tray service 2. your organisation's service style 3. why waste must be handled and disposed of correctly 4. why condiments and accompaniments should be prepared ready for service 5. when to prepare service areas and equipment for table/tray service 6. why a constant stock of food service items should be maintained 7. the types of unexpected situations that may occur when preparing and clearing areas for service and how to deal with these

8. safe and hygienic working practices for preparing customer service areas for table/tray service
9. why all service items should be checked before service
10. why menus and promotional items should be checked before use
11. the types of unexpected situations that may occur when preparing and clearing areas and equipment and how to deal with these
12. safe and hygienic working practices for clearing dining and service areas after service
13. why all food service areas should be left clean after service
14. why certain electrical equipment should be turned off after service
15. what types of unexpected situations may occur when clearing areas after service and how you should deal with these

Evidence of performance may employ examples of the following assessment:

- observation
- written and oral questioning;
- evidence from company systems (e.g. Food Safety Management System)
- reviewing the outcomes of work
- checking any records of documents completed
- checking accounts of work that the candidate or others have written