

Convert an area for dining

Overview

This standard is about how you can convert any appropriate space so that it may be used for dining. This might be a day conference suite into an evening dining room, an outside terrace into a lunch venue or a space beside a bar into an intimate dining area. It also covers returning the space to its original state

This standard focuses on the technical knowledge and skills required to convert an area for dining; however it should be assessed in the wider context of safe and hygienic working practices. It is recommended that the following NOS, selected as appropriate to the job role and organisation, are referenced in conjunction with the technical skills and knowledge for the standard:

- Maintain basic food safety in catering
- Maintain food safety in a hospitality environment
- Provide basic advice on allergens to customers
- Minimise the risk of allergens to customers

When you have completed this standard you will be able to demonstrate your understanding of and your ability to:

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Performance criteria

You must be able to:

Set up a dining area

1. Identify which items need to be moved, the number of people you will need to do this and the amount of time it will take
2. Ensure that you have the appropriate number of staff available to prepare the room in the required manner, within the required time
3. Prioritise your work to make sure that you carry it out efficiently
4. Move any items not required and make sure that they are stored in the correct manner
5. Handle and dispose of refuse in the correct manner
6. Set up the necessary dining and service equipment in a safe manner
7. Check that the dining and service equipment is clean and in the correct place to meet the customer requirements
8. Ensure that the space is welcoming and appealing to customers as a dining environment

Return the dining area to its original state

9. Prioritise your work to make sure that the area may be returned to its original state as efficiently as possible
10. Ensure that you have the necessary number of staff to clear the area and return the dining and service equipment
11. Clean all equipment before safely moving it and storing in the appropriate place
12. Handle and dispose of refuse in the correct manner
13. Leave the area in the appropriate condition for its original use

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Knowledge and understanding

You need to know and understand:

Set up a dining area

1. Why it is important to use the approved safe lifting and moving techniques and what these techniques are
2. How to work out how many staff are needed to move each item and if there are specific storage requirements for them
3. What equipment commonly needs to be moved
4. Which layouts are commonly used by your workplace for dining areas
5. What your workplace service structure is and how you fit into it
6. Why and to whom any problems with equipment need to be reported
7. The types of unexpected situations that may occur when setting up a dining area and how to deal with these

Return a dining area to its original state

8. Safe and hygienic working practices when cleaning different surfaces and equipment in dining areas
9. Why it is important to inspect the area on completion of the work

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Scope/range related to performance criteria

1. Dining equipment

- 1.1 tables
- 1.2 chairs
- 1.3 service surfaces

2. Table items

- 2.1 cutlery
- 2.2 crockery
- 2.3 table coverings and napkins
- 2.4 condiments
- 2.5 table decorations and menus

3. Service equipment

- 3.1 service cutlery
- 3.2 warmers
- 3.3 dishes / flats / bowls

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