

Prepare and clear areas for food and beverage service

Overview

This standard is about how you prepare the food service area ready for your customers and clear it down at the end of the service. This includes preparing the equipment such as trolleys and fridges, service items such as crockery and trays and ensuring that the food service area is set up correctly prior to service.

The standard concludes with the efficient clearing of the food service and dining areas and correct storage of equipment and condiments.

This standard focuses on the technical knowledge and skills required to prepare and clear areas for food and beverage service; 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:

- Prepare and clear areas food and beverage service

Prepare and clear areas for food and beverage service

Performance criteria

You must be able to:

Prepare and clear areas and equipment for food and beverage service

1. Check that the food service area is clean, undamaged and ready for use according to your workplace standard
2. Check that the service equipment is clean, undamaged, where it should be and switched on ready for use
3. Check that you have sufficient supply of service items clean, undamaged, ready for use and stored appropriately
4. Prepare condiments and accompaniments and store appropriately ready for service
5. Display food items according to your workplace standard in a way that will promote sales and appeal to your customers

Prepare customer areas for food and beverage service

6. Check that the customer areas are clean, undamaged and set up according to your workplace standard
7. Check that service items are clean, undamaged and placed ready for customers
8. Check that menus and promotional items are clean, correct, current and ready for customers' use
9. Check the customer area is appealing and welcoming to customers according to your workplace standard

Clear customer and service areas after food and beverage service

10. Check that service items, food items, condiments and accompaniments are assembled for cleaning or reusable items are stored according to your workplace standard and food hygiene regulations
11. Dispose of rubbish and waste food appropriately
12. Check that all service equipment is clean, turned off and stored away correctly
13. Check that the service area is clean and ready for the continuing service
14. Check that customer areas and furniture is clean, tidy and ready for the continuing service

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Knowledge and understanding

You need to know and understand:

Prepare and clear areas and equipment for food and beverage service

1. Safe and hygienic working practises for preparing service areas and the correct equipment for food and beverage service
2. Your workplace service style and standards
3. Why waste must be handled and disposed of correctly
4. Why condiments and accompaniments should be checked and prepared ready for service
5. When to prepare service areas and equipment ready for service
6. Why a constant stock of food service items should be maintained
7. Why presentation and food safety standards must be followed when displaying food
8. The types of unexpected situations that may occur when preparing and clearing areas for service and how to deal with these

Prepare customer areas for food and beverage service

9. Safe and hygienic working practices for preparing customer areas for food and beverage service
10. Why all service items should be checked before service
11. Why menus and promotional items should be checked before use
12. The types of unexpected situations that may occur when preparing and clearing customer areas and how to deal with these

Clear customer and service areas after food and beverage service

13. Safe and hygienic working practices for clearing customer and service areas after food and beverage service
14. Why all food service and customer areas should be left clean after service
15. Why certain electrical equipment should be turned off after service
16. Why waste must be handled and disposed of correctly
17. Why perishable foods should be removed after service and stored correctly in the kitchen
18. What types of unexpected situations may occur when clearing areas after food and beverage service and how to deal with these

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**Scope/range related
to performance
criteria**

1 Service style

- 1.1 table service
- 1.2 tray service
- 1.3 counter / takeaway service
- 1.4 trolley service
- 1.5 buffet / carvery service

2 Work area

- 2.1 serving area
- 2.2 customer area

3 Service equipment

- 3.1 hot / cold beverage serving units
- 3.2 refrigerated units
- 3.3 heated units
- 3.4 service / display units

4 Service items (disposable/reusable)

- 4.1 trays
- 4.2 food containers / crockery
- 4.3 cutlery
- 4.4 table coverings
- 4.5 napkins
- 4.6 menus / promotional items
- 4.7 drinks containers
- 4.8 service utensils
- 4.9 decorative items

5 Condiments and accompaniments

- 5.1 seasonings
- 5.2 sugars / sweeteners
- 5.3 prepared sauces / dressings
- 5.4 prepared bread items

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