

Unit DR7Y 04 (1FS1)

Prepare and clear areas for table/tray service

This Unit has the following elements:

Element 1 (1FS1.1)	Prepare and clear areas and equipment for table/tray service
Element 2 (1FS1.2)	Prepare customer dining areas for table/tray service
Element 3 (1FS1.3)	Clear dining and service areas after service

Candidate Name:

Assessment Centre:

I have completed the requirements of this Unit.

Candidate signature: _____ **Date:** _____

I can confirm the candidate has completed all requirements of this Unit.

Assessor signature: _____ **Date:** _____

Assessor counter signature:
(where applicable) _____ **Date:** _____

IV signature: _____ **Date:** _____

IV counter signature:
(where applicable) _____ **Date:** _____

Unit DR7Y 04 (1FS1)

Prepare and clear areas for table/tray service

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.

The typical day-to-day activities you might carry out for this Unit include:

- ◆ checking service areas for cleanliness, hygiene and possible damage
- ◆ preparing service equipment
- ◆ checking available stock
- ◆ preparing condiments and accompaniments
- ◆ checking waste containers
- ◆ laying up tables and trays
- ◆ checking menus and promotional items
- ◆ cleaning and clearing away after service

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Element 1 (1FS1.1)

Prepare and clear areas and equipment for table/tray service

What you must do (circled numbers must be observed)		Assessor initials/date
①	Check that service areas are hygienic, clean, free from damage and ready for use in line with service style	
②	Check that service equipment is clean, free from damage, located where it should be and switched on ready for use	
③	Check that sufficient stock of service items are clean, free from damage and stored ready for service	
④	Prepare the condiments and accompaniments ready for service and store them safely	
⑤	Check that refuse and waste food containers are hygienic, empty and ready for use	

What you must cover (minimum requirement for observation in italic and bold)	Activity/Evidence (insert tick or supplementary reference)					
	1	2	3	4	5	6
Evidence for the remaining points may be assessed through questioning or witness testimony						
<i>Service style, at least one required from the following:</i>						
table service						
tray service						
<i>Service equipment, at least two required from the following:</i>						
hot/cold beverage serving containers						
refrigeration units						
heated units						
service utensils						
trolleys						
<i>Service items, at least five required from the following:</i>						
trays						
crockery						
promotional items						
disposable table coverings						
decorative items						
disposable napkins						
linen						
ashtrays						
cutlery						
menu						
<i>Condiments and accompaniments, at least two required from the following:</i>						
seasonings						
sugars and sweeteners						
prepared sauces/dressings						
prepared bread items						

Unit DR7Y 04 (1FS1)**Prepare and clear areas for table/tray service****Element 1 (1FS1.1)****Prepare and clear areas and equipment for table/tray service**

Candidate name:		Assessor initials/date
No	Activity	
1		
2		
3		
4		
5		
6		

Unit DR7Y 04 (1FS1)

Prepare and clear areas for table/tray service

Element 2 (1FS1.2)

Prepare customer dining areas for table/tray service

What you must do (circled numbers must be observed)		Assessor initials/date
①	Check the service area ensuring that it is clean, free from damage and correctly laid out in line with the service style	
②	Check that service items are clean, free from damage and located ready for customer use	
③	Lay up tables and trays in line with the service style	
④	Check menus and promotional items and ensure that they are ready for customer use	

What you must cover (minimum requirement for observation in italic and bold)	Activity/Evidence (insert tick or supplementary reference)					
	1	2	3	4	5	6
Evidence for the remaining points may be assessed through questioning or witness testimony						
<i>Service style, at least one required from the following:</i>						
table service						
tray service						
<i>Service items, at least five required from the following:</i>						
trays						
crockery						
cutlery						
glassware						
ashtrays						
linen (table/service)						
disposable table coverings						
disposable napkins						
decorative items						
condiments and accompaniments						

Unit DR7Y 04 (1FS1)**Prepare and clear areas for table/tray service****Element 2 (1FS1.2)****Prepare customer dining areas for table/tray service**

Candidate name:		Assessor initials/date
No	Activity	
1		
2		
3		
4		
5		
6		

Unit DR7Y 04 (1FS1)

Prepare and clear areas for table/tray service

Element 3 (1FS1.3)

Clear dining and service areas after service

What you must do (circled numbers must be observed)		Assessor initials/date
①	Collect all the service items for cleaning or storage	
②	Prepare used or soiled table linen for laundry or dispose of it following recommended procedures	
③	Store food items, condiments and accompaniments which will be used in the future as required	
④	Dispose of rubbish and waste food following recommended procedures	
⑤	Ensure that service equipment is clean, correctly stored and turned off where appropriate	
⑥	Ensure that dining furniture is clean and ready for use	
⑦	Leaving dining and service areas tidy and ready for cleaning	

What you must cover (minimum requirement for observation in italic and bold)	Activity/Evidence (insert tick or supplementary reference)					
	1	2	3	4	5	6
Evidence for the remaining points may be assessed through questioning or witness testimony						
<i>Service items, at least five required from the following:</i>						
trays						
cutlery						
ashtrays						
decorative items						
linen (table/service)						
disposable table coverings						
crockery						
glassware						
menus						
promotional items						
<i>Condiments and accompaniments, at least two required from the following:</i>						
seasonings						
sugars/sweeteners						
prepared sauces/dressings						
prepared bread items						
<i>Service equipment, at least two required from the following:</i>						
hot and cold beverage serving containers						
refrigeration units						
heated units						
service utensils						
trolleys						

Unit DR7Y 04 (1FS1)**Prepare and clear areas for table/tray service****Element 3 (1FS1.3)****Clear dining and service areas after service**

Candidate name:		Assessor initials/date
No	Activity	
1		
2		
3		
4		
5		
6		

Unit DR7Y 04 (1FS1)**Prepare and clear areas for table/tray service**

What you must know for the Unit	
Element 1 (1FS1.1) Prepare and clear areas and equipment for table/tray service	
K1	Safe and hygienic working practices for preparing service areas and equipment for table/tray service
K2	Your organisation's service style
K3	Why waste must be handled and disposed of correctly
K4	Why condiments and accompaniments should be prepared ready for service
K5	When to prepare service areas and equipment for table/tray service
K6	Why a constant stock of food service items should be maintained
K7	The types of unexpected situations that may occur when preparing and clearing areas for service and how to deal with these
Element 2 (1FS1.2) Prepare customer dining areas for table/tray service	
K8	Safe and hygienic working practices for preparing customer service areas for table/tray service
K9	Why all service items should be checked before service
K10	Why menus and promotional items should be checked before use
K11	The types of unexpected situations that may occur when preparing and clearing areas and equipment and how to deal with these
Element 3 (1FS1.3) Clear dining and service areas after service	
K12	Safe and hygienic working practices for clearing dining and service areas after service
K13	Why all food service areas should be left clean after service
K14	Why certain electrical equipment should be turned off after service
K15	What types of unexpected situations may occur with areas after service and how you should deal with these

Knowledge evidence retained

Assessor signature: _____**Date:** _____

Candidate name:		Assessor initials/date
Ref	Supplementary evidence	
A		
B		
C		
D		
E		
F		
G		
H		

Assessor Feedback