

Unit DT8K 04 (2FS1)

Prepare and clear areas for table service

This Unit has the following elements:

Element 1 (2FS1.1)	Prepare service areas and equipment for table service
Element 2 (2FS1.2)	Prepare customer and dining areas for table service
Element 3 (2FS1.3)	Clear dining and service areas after table 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 DT8K 04 (2FS1)

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Unit Summary

This Unit is about preparing areas and equipment for table service by checking stock levels and ensuring waste food containers are ready for use. It also covers preparing customer and dining areas, including laying up the tables and checking that condiments are ready for use. Finally, the Unit covers clearing areas after service, eg stacking cutlery for cleaning and checking that service equipment such as hot plates are clean and turned off.

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

- ◆ making sure all areas, furniture and equipment are hygienic, undamaged and ready for use
- ◆ making sure that there are sufficient stocks of linen, table items and menus
- ◆ preparing condiments and accompaniments
- ◆ setting out restaurant furniture, laying up and checking menus
- ◆ cleaning and clearing away
- ◆ storing items for future use

What some of the words in this Unit mean	
Full place settings for a la carte menu	Cutlery brought out suitable to the food ordered
Full place settings for table d'hote menu	All the cutlery already on the table

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Element 1 (2FS1.1)

Prepare service areas and equipment for table service

What you must do (circled numbers must be observed)		Assessor initials/date
①	Make sure that service areas are hygienic, undamaged and ready to use in line with the service operation	
②	Make sure that service equipment is clean, undamaged, positioned ready to use and turned on where appropriate	
③	Make sure that there are sufficient stocks of table service linen, table items and menus stored in line with service operation	
④	Prepare condiments and accompaniments ready for service and store them in line with food hygiene regulations	
⑤	Make sure refuse and waste food containers are clean 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 operations, at least one required from the following:</i>						
restaurant table service						
function service						
<i>Service equipment, at least four required from the following:</i>						
service cutlery/silverware						
glassware						
service dishes/flats						
hot plates/plate warmers						
refrigerated units						
hot/cold beverage service containers						
trays/trolleys						
sideboards/side tables/service station						
<i>Condiments and accompaniments, at least two required from the following:</i>						
dry seasonings/flavourings						
mustards, sauces and salad dressings						
prepared bread items						

Unit DT8K 04 (2FS1)**Prepare and clear areas for table service****Element 1 (2FS1.1)****Prepare service areas and equipment for table service**

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

Unit DT8K 04 (2FS1)

Prepare and clear areas for table service

Element 2 (2FS1.2)

Prepare customer and dining areas for table service

What you must do (circled numbers must be observed)		Assessor initials/date
①	Check dining furniture, table linen and table items are clean and undamaged	
②	Arrange restaurant furniture according to the food service operation	
③	Lay up tables according to cover lay up	
④	Check the menus and ensure that they contain accurate information and are ready for customer use	
⑤	Make sure that condiment containers are clean, full and ready for customers to 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>Table items, at least four required from the following:</i>						
crockery						
cutlery/silverware						
glassware						
ashtrays						
menus/menu folders						
table decorations						
condiments and accompaniments						
napkins and table coverings						
<i>Service operations, at least one required from the following:</i>						
restaurant table service						
function service						
<i>Cover lay-up, at least one required from the following:</i>						
full place settings for a la carte menu						
full place settings for table d’hote menu						
full place settings for functions						

Unit DT8K 04 (2FS1)**Prepare and clear areas for table service****Element 2 (2FS1.2)****Prepare customer and dining areas for table service**

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

Unit DT8K 04 (2FS1)

Prepare and clear areas for table service

Element 3 (2FS1.3)

Clear dining and service areas after table service

What you must do (circled numbers must be observed)		Assessor initials/date
①	Arrange table items used in food service area for cleaning or store them as required	
②	Prepare service and table linen for dispatch to laundry or clean it down and store it as required	
③	Store food items and accompaniments for future use in line with food hygiene regulations	
④	Dispose of rubbish and waste food correctly	
⑤	Make sure that service equipment is clean and turned off or stored	
⑥	Leave dining and food service areas tidy and ready for cleaning	

What you must cover (minimum requirement for observation in <i>italic</i> 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>Table items, at least four required from the following:</i>						
cutlery/silverware						
glassware						
ashtrays						
menus/menu holders						
table decorations						
condiments and accompaniments						
napkins and table coverings						
<i>Food service areas, at least two required from the following:</i>						
customer dining areas						
sideboards/side tables/trolleys						
service preparation areas						
<i>Service equipment, at least three required from the following:</i>						
hot plates/plates						
warmers						
refrigerated units						
hot/cold beverage service containers						
trays/trolleys						
sideboards/side tables/service station						

Unit DT8K 04 (2FS1)**Prepare and clear areas for table service****Element 3 (2FS1.3)****Clear dining and service areas after table service**

Candidate name:		Assessor initials/date
No	Activity	
1		
2		
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Unit DT8K 04 (2FS1)**Prepare and clear areas for table service**

What you must know for the Unit	
Element 1 (2FS1.1) Prepare service areas and equipment for table service	
K1	Safe and hygienic working practices when preparing service areas and equipment for table service
K2	Why a constant stock of food service items has to be maintained
K3	Why it is important to check expiry dates on items and how to do so
K4	Your organisation's procedures for storage and stock rotation
K5	Why service equipment should be turned on before service
K6	Why waste must be handled and disposed of correctly
K7	Where and from whom health and safety and food hygiene information can be obtained
K8	The types of unexpected situations that may occur when you are preparing service areas and equipment and how to deal with these
Element 2 (2FS1.2) Prepare customer and dining areas for table service	
K9	Safe and hygienic working practices when preparing customer dining areas
K10	Why it is essential to check table linen and table items before service
K11	Why menus should be checked before use
K12	Why heating/air conditioning/ventilation and lighting should be checked before use when preparing customer dining areas for table service
K13	The types of unexpected situations that may occur when you are preparing customer dining areas and how to deal with these
Element 3 (2FS1.3) Clear dining and service areas after table service	
K14	Safe and hygienic working practices when clearing dining and service areas
K15	Why all dining and service areas should be left clean after service
K16	Why certain electrical equipment should be turned off after service
K17	Why waste must be handled and disposed of correctly
K18	How to dispose of broken glass and crockery safely
K19	The security procedures you should follow
K20	The types of unexpected situations that may occur when you are clearing dining and service areas and how to deal with these

Knowledge evidence retained

Assessor signature: _____ **Date:** _____

Unit DT8K 04 (2FS1)**Prepare and clear areas for table service**

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

Assessor Feedback