

Unit PPL2FBS13 (HL1T 04) Prepare and Clear Areas for Table Service

I confirm that the evidence detailed in this unit is my own work.

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| **Candidate’s name** |  | **Candidate’s signature** |  | **Date** |
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I confirm that the candidate has achieved all the requirements of this unit.

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| **Assessor’s name** |  | **Assessor’s signature** |  | **Date** |
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| **Countersigning — Assessor’s name**  **(if applicable)** |  | **Countersigning — Assessor’s signature**  **(if applicable)** |  | **Date** |
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I confirm that the candidate’s sampled work meets the standards specified for this unit and may be presented for external verification.

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| **Internal verifier’s name** |  | **Internal verifier’s signature** |  | **Date** |
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| **Countersigning — Internal verifier’s name**  **(if applicable)** |  | **Countersigning — Internal verifier’s signature**  **(if applicable)** |  | **Date** |
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| **External Verifier’s initials and date (if sampled)** |  |

Unit PPL2FBS13 (HL1T 04) Prepare and Clear Areas for Table Service

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| **Unit overview** |
| This unit is about how you prepare the customer dining areas ready for table service. It covers creating a welcoming environment for your customers, laying up the tables, making sure that all the necessary service items and equipment are available and concludes with the efficient clearing of the dining area. |

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| **Sufficiency of evidence** |
| There must be sufficient evidence to ensure that the candidate can consistently achieve the required standard over a period of time in the workplace or approved realistic working environment. |

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Unit PPL2FBS13 (HL1T 04) Prepare and Clear Areas for Table Service

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| **Performance criteria** |
| **What you must do:** |
| There must be evidence forall Performance Criteria (PC). The assessor **must** assess PCs 1–14 by directly observing the candidate’s work. |
| **Prepare service areas and equipment for table service**  1 Ensure that the food service area is clean, undamaged and ready for use according to your workplace standard.  2 Ensure that the service equipment (including waste containers) 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 ready for service and store them appropriately.  **Prepare customer and dining areas for table service**  5 Ensure that customer and dining furniture, table coverings and table items are clean, undamaged and ready for use.  6 Arrange the dining area furniture and lay up the tables according to the required service style and number of covers.  7 Ensure that menus and promotional items are available, clean and correct.  8 Check that condiments and the appropriate accompaniments are filled, clean and ready for customers’ use.  9 Ensure the customer area is appealing and welcoming to customers according to your workplace standard.  **Clear customer, dining and service areas after table service**  10 Assemble service items, food items, condiments and accompaniments for cleaning or store reusable items according to your workplace standard and food safety regulations.  11 Dispose of rubbish and waste food appropriately.  12 Check that all service equipment is clean, turned off and stored away correctly.  13 Keep the service area clean and ready for the continuing service.  14 Keep the customer areas and furniture clean, tidy and ready for the continuing service. |

Unit PPL2FBS13 (HL1T 04) Prepare and Clear Areas for Table Service

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| **Evidence reference** | **Evidence description** | **Date** | **Performance criteria** | | | | | | | | | | | | | |
| **What you must do** | | | | | | | | | | | | | |
| **1** | **2** | **3** | **4** | **5** | **6** | **7** | **8** | **9** | **10** | **11** | **12** | **13** | **14** |
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Unit PPL2FBS13 (HL1T 04) Prepare and Clear Areas for Table Service

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| **Scope/Range** | | | | | |
| **What you must cover:** | | | | | |
| **All** scope/range must be covered. There must be performance evidence, gathered through direct observation by the assessor of the candidate’s work for: | | | | | |
| **one** from service operation:  a restaurant table  b function | **four** from:  c service cutlery  d service dishes or flats  e refrigerated units  f warmers  g hot plates  h sideboards or service stations  i trays or trolleys  j hot or cold beverage service containers | **one** from:  k dry seasonings or flavourings  l sauces or dressings  m prepared bread items | **three** from:  n crockery  o cutlery  p glassware  q menus and promotional items  r table decorations  s table coverings and napkins  t condiments and accompaniments | **one** from:  u lay-up for à la carte menu  v lay-up for table d’hôte menu  w lay-up for functions | **one** from:  x customer dining areas  y sideboard or service station or trolley areas  z service preparation areas |
| Evidence for the remaining points under ‘what you must cover’ may be assessed through questioning or witness testimony. | | | | | |

Unit PPL2FBS13 (HL1T 04) Prepare and Clear Areas for Table Service

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| **Evidence reference** | **Evidence description** | **Date** | **Scope/Range** | | | | | | | | | | | | | | | | | | | | | | | | | |
| **What you must cover** | | | | | | | | | | | | | | | | | | | | | | | | | |
| **a** | **b** | **c** | **d** | **e** | **f** | **g** | **h** | **i** | **j** | **k** | **l** | **m** | **n** | **o** | **p** | **q** | **r** | **s** | **t** | **u** | **v** | **w** | **x** | **y** | **z** |
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Unit PPL2FBS13 (HL1T 04) Prepare and Clear Areas for Table Service

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| **Knowledge and understanding** | | **Evidence reference**  **and date** |
| **What you must know and understand** | |
| For those knowledge statements that relate to **how** the candidate should do something, the assessor may be able to infer that the candidate has the necessary knowledge from observing their performance or checking products of their work. In **all** other cases, evidence of the candidate’s knowledge and understanding must be gathered by alternative methods of assessment (eg oral or written questioning). | |
| **Prepare service areas and equipment for table service** | | |
| 1 | Safe and hygienic working practices when preparing service areas and equipment for table service. |  |
| 2 | Your workplace service style standards and procedures for stock control. |  |
| 3 | Why it is important to check expiry dates and how to do so. |  |
| 4 | Why a constant stock of food service items and equipment must be maintained. |  |
| 5 | Why service equipment must be switched on before service. |  |
| 6 | Why waste must be handled and disposed of correctly. |  |
| 7 | Where and from whom health and safety and food safety information can be obtained. |  |
| 8 | The types of unexpected situations that may occur when you are preparing the service areas and equipment and how to deal with these. |  |
| **Prepare customer and dining areas for table service** | | |
| 9 | Safe and hygienic working practices when preparing customer and dining areas for table service. |  |
| 10 | Why it is essential to check table coverings, napkins and table items before service. |  |
| 11 | Why menus and promotional information must be checked before service. |  |
| 12 | Why heating, air conditioning, ventilation and lighting should be checked before service. |  |
| 13 | The types of unexpected situations that may occur when you are preparing the customer and dining areas for table service and how to deal with these. |  |

Unit PPL2FBS13 (HL1T 04) Prepare and Clear Areas for Table Service

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| **Knowledge and understanding** | | **Evidence reference**  **and date** |
| **What you must know and understand** | |
| For those knowledge statements that relate to **how** the candidate should do something, the assessor may be able to infer that the candidate has the necessary knowledge from observing their performance or checking products of their work. In **all** other cases, evidence of the candidate’s knowledge and understanding must be gathered by alternative methods of assessment (eg oral or written questioning). | |
| **Clear customer, dining and service areas after table service** | | |
| 14 | Safe and hygienic working practices when clearing customer, dining and service areas after table service. |  |
| 15 | Why all customer, dining and service areas must be left clean after service. |  |
| 16 | Why particular electrical equipment should be turned off after service. |  |
| 17 | Why waste must be handled and disposed of correctly. |  |
| 18 | How to dispose of broken glass and crockery correctly. |  |
| 19 | The security procedures you should follow. |  |
| 20 | The types of unexpected situations that may occur when you are clearing areas after table service and how to deal with these. |  |

Unit PPL2FBS13 (HL1T 04) Prepare and Clear Areas for Table Service

# Supplementary evidence

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| **Evidence** | | **Date** |
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| **Assessor feedback on completion of the unit** |
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