



Staff Checklist

Clearing away dishes

Clearing away

- Check that the customer has finished
- Clear from the right
- Carefully remove plates from the table
- Grip the first plate between thumb and first two fingers
- Balance second plate on top of thumb and two end fingers
- Scrape any leftover food on the second plate onto the first plate, using the knife and fork in other hand
- Place cutlery securely under one fork placed across the first plate
- Put the second plate under the first plate
- Repeat as necessary
- Only carry as many plates as you can easily manage
- Take plates to service area
- Remove any condiments/accompaniments
- Clean up any spillages on the place setting by using a knife or cloth and a side plate
- Crumb down removing any crumbs or debris by cloth carefully on to plate
- Check that the dessert fork and spoon are clean and place appropriately

Clearing the table after the meal

- Remove coffee cups and any other items that may be left
- Change the tablecloth if necessary
- Re-lay if required
- Re-position chairs (and table if necessary) tidily

