

Specification of Competency Standards
for the Catering Industry
Unit of Competency

Functional Area - Professional Skills for the Table Service Section

Title	Perform basic table setting in Western restaurants
Code	109631L1
Range	This unit of competency is applicable to the frontline catering staff of Western restaurants. This UoC concerns the proper setting of tables and tableware in an orderly form in Western restaurants or other related workplaces, in accordance to the specified guidelines and instructions, to give a nice first impression to customers.
Level	1
Credit	1
Competency	<p>Performance Requirements</p> <p>1. Acquire knowledge for performing table setting in Western restaurants:</p> <ul style="list-style-type: none"> • Possess basic knowledge of the basic service skills of Western restaurants, including: <ul style="list-style-type: none"> ○ Names of various tableware ○ Ways of holding a tray ○ Arrangement of tables, chairs and tablecloths ○ Ways to fold napkins • Possess basic knowledge of the general table rules of Western restaurants, including: <ul style="list-style-type: none"> ○ Ways of serving ○ Orders of serving ○ Setting of tablecloths ○ Arrangement of tableware • Possess a polite attitude • Possess basic work enthusiasm and dedication to provide service <p>2. Perform table setting in Western restaurants:</p> <ul style="list-style-type: none"> • While at work, always follow the specified procedures and guidelines, as well as the knowledge and skills acquired, to carry out duties • Check the stability of tables before working. Then lay appropriate tablecloths properly • Follow the specified principles to set tables, including: <ul style="list-style-type: none"> ○ Menu contents ○ Ways of dining ○ Consideration of the safety and hygiene of customers ○ Consideration of the comfort and convenience of customers • Perform various forms of table setting according to the requirements, such as: <ul style="list-style-type: none"> ○ American breakfast ○ Continental breakfast ○ A la carte ○ Set menu / full menu ○ Buffet • Position the tableware according to general table setting methods, for example: <ul style="list-style-type: none"> ○ Forks on the left, knives and spoons on the right, and cutlery for desserts on top of the plate ○ Main dining cutlery arranged outside in and dessert cutlery inside out ○ Arrange as neatly as possible where spaces between cutlery should be even ○ Wine glasses arranged from top left to bottom right, in descending order of size • According to the real situations and instructions of superiors, adjust the above principles and procedures

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	<p>3. Exhibit professionalism</p> <ul style="list-style-type: none">• Always perform table setting in western restaurants with wholeheartedness and hard work, and by closely following the specified procedures• Cherish and maintain the image of catering service staff
Assessment Criteria	<p>The integrated outcome requirements of this UoC are the abilities to:</p> <ul style="list-style-type: none">• Correctly arrange tables and tableware in an orderly form in Western restaurants• Give a nice first impress to customers through neat and clean table settings
Remark	