✅ ChecklistGuro

Restaurant Table Service Sequence

Pre-Service Preparation

Tasks completed before guests arrive to ensure a smooth and efficient service.

Confirm Table Count for the Evening

Enter a number...

Check Linen Availability (Tablecloths, Napkins)

☐ Sufficient

☐ Low Stock - Notify Manager

☐ Insufficient - Request More

Verify POS System is Functional

☐ Working Properly

☐ Minor Issue - Resolved

☐ Major Issue - Report to IT

Review Daily Specials & Promotions

Write something...

Stock Silverware and Tableware

Enter a number...

Check Wine Inventory and Temperature

☐ Adequate Stock & Correct Temperature

☐ Low Stock - Notify Manager

☐ Temperature Issue - Correct

Review Reservation List for the Evening

Write something...

Guest Arrival & Seating

Procedures for greeting guests and guiding them to their tables.

Reservation Status?

☐ Confirmed

☐ Walk-in

☐ Waitlisted

☐ No Show

Seating Preference (if available)?

☐ Booth

☐ Window

☐ Quiet Corner

☐ No Preference

Party Size

Enter a number...

Table Assigned

📍 Set My Current Location

Guest Name (if reservation)

Write something...

Special Requests (if any)

Write something...

Initial Table Service & Drink Orders

First interaction with the guest, including menu presentation and beverage service.

Greeting Style

☐ Formal Greeting

☐ Casual Greeting

☐ Warm & Welcoming Greeting

Guest Name (if known)

Write something...

Table Preference (if applicable)

☐ Window Seat

☐ Booth

☐ Quiet Area

☐ No Preference

Number of Guests

Enter a number...

Menu Presentation

☐ Present all menus

☐ Present lunch menu

☐ Present dinner menu

Special Requests/Dietary Needs (Initial)

Write something...

Drink Order Prompt

☐ Immediately after seating

☐ After brief introduction

☐ After a few moments

Initial Drink Options Offered

☐ Water (Still)

☐ Water (Sparkling)

☐ Soft Drinks

☐ Coffee

☐ Tea

☐ Wine

Food Order Taking

Accurately taking and recording food orders.

Guest Requires Dietary Restrictions?

☐ No

☐ Vegetarian

☐ Vegan

☐ Gluten-Free

☐ Allergies (Specify)

Specify Dietary Restrictions/Allergies (if applicable)

Write something...

Appetizer Order - Table

☐ Yes

☐ No

Number of Appetizers Ordered

Enter a number...

Main Course Order - Table

☐ Yes

☐ No

Number of Main Courses Ordered

Enter a number...

Special Requests / Modifications (e.g., 'no onions', 'extra sauce')

Write something...

Confirm order with guest?

☐ Yes

☐ No

Food & Beverage Service

Serving food and beverages according to established standards.

Confirm Drink Order Accuracy?

☐ Confirmed

☐ Needs Clarification

☐ Incorrect – Retake Order

Food Order Delivered Correctly?

☐ Yes

☐ No – Requires Correction

Number of Plates/Glasses Served

Enter a number...

Did Special Requests Accommodate?

☐ Yes

☐ Partially

☐ No

Notes Regarding Service (e.g., allergies, substitutions)

Write something...

Wine Pairing Recommended?

☐ Yes

☐ No

Water Refills Offered?

Enter a number...

Table Maintenance & Checkbacks

Regularly attending to guest needs and ensuring satisfaction throughout the meal.

Checkback Time (First)

Number of Table Checks (per guest)

Enter a number...

Guest Satisfaction (Initial)

☐ Excellent
☐ Good
☐ Average
☐ Fair
☐ Poor

Guest Comments/Requests (During Meal)

Write something...

Additional Beverages Requested?

☐ Yes
☐ No

Allergies/Dietary Restrictions Confirmed?

☐ Gluten-Free

☐ Vegetarian

☐ Vegan

☐ Nut Allergy

☐ Dairy-Free

☐ Other (Specify in Long Text)

Did the guest appear satisfied with the food quality?

☐ Yes

☐ No

Dessert & Coffee Service

Offering and serving dessert and coffee options.

Offer Dessert Menu?

☐ Yes

☐ No

Offer Coffee/Tea Menu?

☐ Yes

☐ No

Dessert/Coffee Specials?

- ☐ Chocolate Lava Cake
- ☐ Apple Pie
- ☐ Tiramisu
- ☐ Espresso
- ☐ Cappuccino
- ☐ Decaf Coffee

Number of Dessert/Coffee Orders Taken

Enter a number...

Notes on Dessert/Coffee Service

Write something...

Dietary Restrictions Noted?

- ☐ Yes
- ☐ No

Bill Presentation & Payment

Presenting the bill and processing payments.

Bill Total

Enter a number...

Payment Method

☐ Cash

☐ Credit Card

☐ Debit Card

☐ Mobile Payment

Card Number (if applicable)

Write something...

Expiration Date (if applicable)

Write something...

CVV (if applicable)

Write something...

Tip Amount (Optional)

Enter a number...

Notes/Special Requests Regarding Payment (Optional)

Write something...

Bill Splitting (if applicable)

☐ No Split

☐ Even Split

☐ Custom Split

Authorization Code (if applicable)

Write something...

Guest Departure & Table Reset

Ensuring a pleasant departure and preparing the table for the next guests.

Guest Departure Method (Walkout/Escort)

☐ Walkout

☐ Escort to Exit

Guest Satisfaction Level (Initial Impression)

☐ Excellent

☐ Good

☐ Fair

☐ Poor

Notes on Guest Experience (if any)

Write something...

Table Number

Enter a number...

Table Cleaning Priority

- [ ] High - Immediate Reset Needed
- [ ] Medium - Can Wait a Few Minutes
- [ ] Low - Next Service Scheduled Soon

Table Reset Tasks Performed

- [ ] Remove Plates & Cutlery
- [ ] Clean Table Surface
- [ ] Replace Table Linens
- [ ] Reset Table Setting
- [ ] Check Table for Lost Items

Linens Condition

- [ ] Clean
- [ ] Soiled - Requires Change
- [ ] Damaged - Requires Replacement