



# Table Service Checklist

 Show only Checklist

Display Style  
Default 

## Pre-Service Setup

Tasks to be completed \*before\* guests arrive, ensuring a smooth and efficient service.

### Confirm Table Count

Enter a number...

### Check Linen Availability

Enter a number...



### Verify Tableware Setups

- Plates
- Cutlery
- Glassware
- Napkins
- Centerpieces

### Note any special requests or dietary restrictions received

Write something...

### Check Salt, Pepper, Sugar Levels

- OK
- Refill Needed

### Confirm Bread/Rolls Status

Enter a number...

## Guest Arrival & Seating

Procedures for welcoming guests and escorting them to their tables.

### Number of Guests in Party

Enter a number...

### Seating Preference (if any)

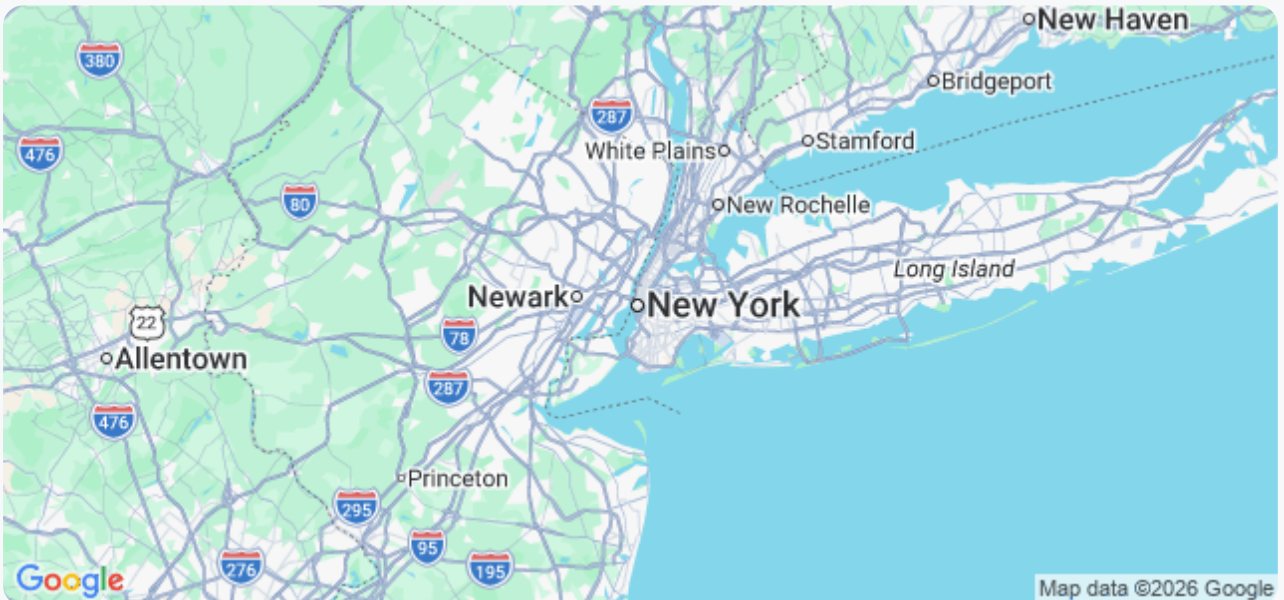
- Window
- Booth
- Quiet Area
- Standard Table
- None

### Reservation Status

- Confirmed
- Walk-in
- Waiting List

### Table Assigned

[📍 Set My Current Location](#)



### **Guest Name (for reservation confirmation)**

Write something...

### **Special Requests / Notes (e.g., highchair, allergies)**

Write something...

## **Menu Presentation & Order Taking**

Steps involved in presenting the menu and accurately recording guest orders.

### **Confirm Menu Knowledge**

- Yes, familiar with all dishes and specials
- No, need refresher on specials

### **Guest Dietary Restrictions?**

Write something...

### Record Dietary Notes (if any)

Write something...

### Wine Pairing Recommendation Offered?

Yes

No

### Guest Drink Preferences (Record)

Water (still/sparkling)

Iced Tea

Lemonade

Soda

Other (Specify in Notes)

### Specific Order Notes (e.g., allergies, cooking preferences)

Write something...

# Beverage Service

Procedures for serving drinks, including water, alcoholic beverages, and non-alcoholic options.

## Water Service - Initial Offering?

- Sparkling
- Still
- Both

## Wine List Presentation?

- Immediately upon seating
- After cocktails
- Upon request

## Number of wine glasses at each setting?

## Notes on wine pairings or guest preferences (if any)?

### Cocktail Service - Order Taking?

- Suggest signature cocktails
- Offer standard options
- Take order directly

### Non-alcoholic beverage options offered?

- Soft drinks
- Juices
- Sparkling water
- Coffee/Tea

### Time to replenish water glasses (check frequency)?

### Any special dietary restrictions relating to beverages?

## Food Service & Timing

Guidelines for presenting food, ensuring correct temperature and order of courses, and maintaining appropriate timing.

### Course Delivery Time (Minutes)

### **Appetizer Presentation Style**

- Plated
- Family Style
- Buffet

### **Main Course Plating**

- Classic
- Modern
- Deconstructed

### **Temperature of Hot Dishes (Celsius/Fahrenheit)**

Enter a number...

### **Special Dietary Requirements/Allergies Notes for this table**

Write something...

### **Wine Pairing Recommendations (if applicable)**

- Red
- White
- Rosé
- None

### Estimated time for delivery of Main Course

Enter time...

### Notes on portion sizes (e.g., larger portions, smaller portions)

Write something...

## Table Maintenance & Bus Clearing

Tasks to keep the table clean, tidy, and presentable throughout the meal.

### Number of soiled plates/cutlery requiring bussing

Enter a number...

### Items needing replacement (select all that apply)

- Napkins
- Silverware
- Glassware
- Table Linens
- Water Carafe
- Bread Plates

### Notes on table condition (spills, damage, etc.)

Write something...

### Quantity of water refills provided

Enter a number...

### Table Reset Status

- Not Yet Reset
- Partially Reset
- Fully Reset

### Evidence of Spills (select all that apply)

- Water
- Wine
- Soft Drink
- Sauce
- None

### Table Number

Write something...

# Guest Interaction & Problem Resolution

Guidelines for providing attentive service, anticipating guest needs, and addressing any complaints or issues.

## Guest Name (if known)

Write something...

## Summary of Guest Interaction (Positive or Negative)

Write something...

## Guest Satisfaction Rating (1-5, 1=Very Dissatisfied, 5=Very Satisfied)

Enter a number...

## Details of Any Complaints/Issues Raised by Guest

Write something...

### Complaint Category (if applicable)

- Food Quality
- Service Speed
- Staff Attitude
- Table Cleanliness
- Other

### Resolution Provided to Guest (if any)

Write something...

### Resolution Effectiveness (Guest Perspective)

- Fully Resolved
- Partially Resolved
- Not Resolved

### Staff Member Responsible for Resolution (if applicable)

Write something...

### Additional Notes/Comments

Write something...

# Bill Presentation & Payment

Procedures for presenting the bill, processing payments, and thanking guests.

## Bill Total (Pre-Tax)

## Tax Amount

## Service Charge (if applicable)

## Total Amount Due

### Payment Method

- Cash
- Credit Card
- Debit Card
- Mobile Payment (e.g., Apple Pay)
- Gift Card

### Guest Signature (If Required)

Write something...

### Bill Splitting (if applicable)

- No Splitting
- Even Split
- Custom Split

### Tip Amount (Guest Provided)

Enter a number...

### Notes (e.g., discrepancies, special requests)

Write something...

## Post-Service Reset

Tasks to be completed *after* guests have left, preparing the table for the next service.

### Number of Chairs Returned to Stack

Enter a number...

### Number of Linens Replaced

Enter a number...

### Tableware Status (Select all that apply)

- Clean
- Soiled
- Missing
- Damaged

### Notes on Table Condition (e.g., stains, damage)

Write something...

### Overall Table Reset Quality

- Excellent
- Good
- Fair
- Needs Improvement

### Reset Completion Time

Enter time...

### Check for Left Behind Items

- Yes
- No