



Table Service

Pre-Service Setup

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

Confirm Table Count

Check Linen Availability

Verify Tableware Setups

- ☐ Plates
- ☐ Cutlery
- ☐ Glassware
- ☐ Napkins
- ☐ Centerpieces

Note any special requests or dietary restrictions received

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?

Enter a number...

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

Write something...

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?

Write something...

Food Service & Timing

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

Course Delivery Time (Minutes)

Enter a number...

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

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)

Enter a number...

Tax Amount

Enter a number...

Service Charge (if applicable)

Enter a number...

Total Amount Due

Enter a number...

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

Check for Left Behind Items

- ☐ Yes
- ☐ No