



Province of the  
**EASTERN CAPE**  
EDUCATION

# **HOSPITALITY STUDIES**

**GRADE 10**

**TABLE SETTING FOR BUFFET STYLE BREAKFAST AND  
BRUNCHES  
NOTES  
TERM 2 WEEK 2**

This document consists of 9 pages.

## TABLE SETTING FOR BUFFET STYLE BREAKFAST & BRUNCHES

### TERMINOLOGY

<b>Cover</b>	is a place setting at a table for one guest
<b>Buffet service</b>	is an informal way of serving food in which dishes dishes are set out and guests can help themselves.
<b>Plated service</b>	the chef places the food directly on individual plates, in the kitchen
<b>À la carte cover</b>	consist of the main course knife and fork, side plate, side knife on a plate, serviette and a white wine glass.
<b>Table d'hôte</b>	consist of the cutlery and glassware for all courses including dessert placed on the table before the guests arrive.
<b>Service cloth</b>	a cloth to protect the hands and wrists from burns.
<b>Overlays</b>	smaller squares of linen that are of different colour to the table cloth used to add colour to the table.

## TABLE CLOTHS, SERVIETTES, CROCKERY, CUTLERY & GLASSWARE

### Cutlery

Table knives, Table forks, Dessert forks, Dessert knives, Dessert spoons, Fish forks, Fish knives, Soup spoons, Teaspoons



### Crockery

Dinner plates, Entrée plates, Side plates, Soup bowls, Cups & saucers, Salt & pepper sets, Salad bowls



### Glassware

Red wine glasses, White wine glasses, Champagne/ sparkling wine glasses, Highball glasses, Zombie glasses, etc



## Serving utensils

Serving spoons, Soup ladle, Cheese knives, Carving knives, , Sugar spoons, etc



Serving spoons



Cheese knives



Carving knives



Sugar spoons

## Linen

Table cloths, Overlays, Serviettes and service cloths.



Serviettes



Overlay

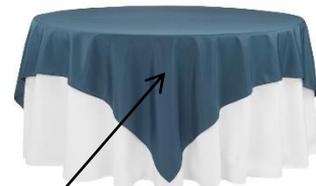


Table cloth

## Tea and Coffee serving equipment

Coffee pots, Tea pots, Sugar bowls, Serving platters, Serving bowls, etc.



## Bread serving equipment

Bread basket, Butter dish, butter knives, serving tongs

Bread basket



Butter dish



Butter knife



Tong

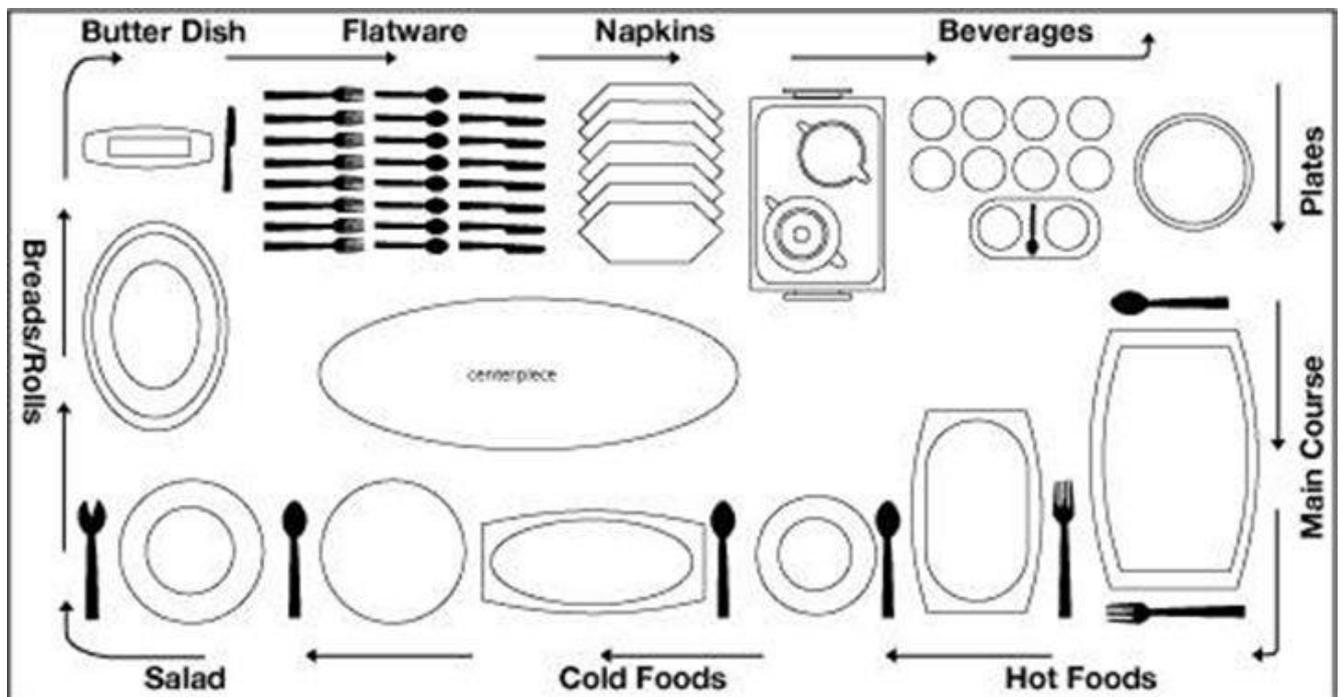


## RULES FOR SETTING THE BUFFET TABLE

- The table cloth should reach the floor at the front of the table or should completely cover the table if the guests will be moving around.
- Use both sides of the buffet table or separate tables if there is more than one queue.
- Plates are placed on the buffet table in stacks. Place the correct plates for each course near the dishes for each course.
- Plates should be hot or cold depending on the dishes being served,
- Serving spoons and forks should be placed with each dish.
- Hot dishes must be kept warm on hot trays or in chafing dishes and should be placed at the end of the buffet table.
- All serving equipment should be spotlessly clean.

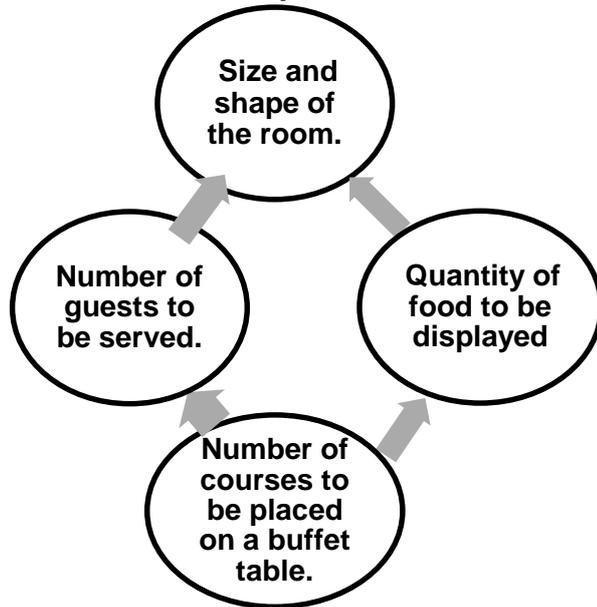
Consider the following when arranging food:

- There should be a focal point that draws the eye of the customer.
- Variety and contrast of colour is important.
- Place food in different heights.
- Use a variety of different shaped containers.
- Do not overload the table.
- Place dishes according to courses.
- Hot food should be placed at the end of the buffet service line.
- Sauces and dressings should be placed next to the items they are for.

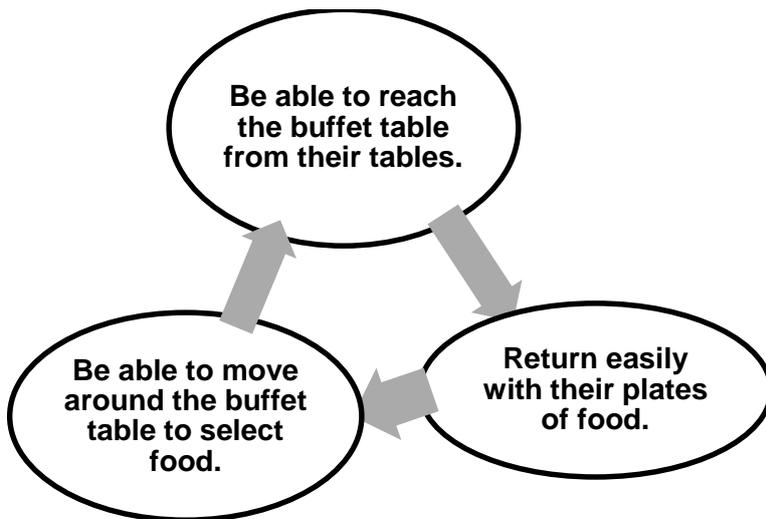


**THE POSITION OF THE BUFFET TABLE**

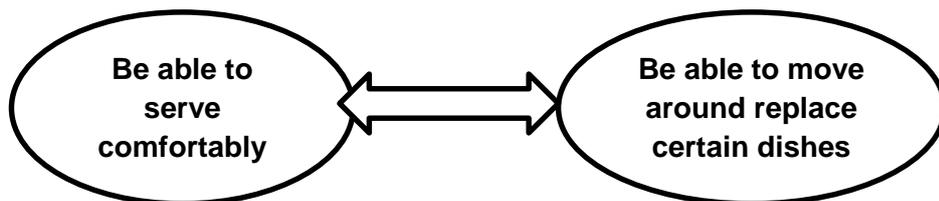
1. The arrangement of the buffet table depend on the:



2. Customers should:



3. Staff should:



## BUFFET SERVICE

### **Table buffet:**

- Guests collect food from the buffet table.
- Staff serve food from behind the buffet table.
- Customers go back to their tables after collecting food from the buffet table.
- Cutlery is placed on guest's table according to the type of cover used.
- Table buffet is often used for English breakfast where chefs prepare, portion and serve eggs to order from behind a flat top griller.

### **Advantages of staff serving customers**

- Food is served more quickly.
- Food is served with more regard for presentation.
- Portion control is improved.

### **Self-service buffet:**

- Everything required is placed on the buffet table.
- Cutlery is often wrapped in a serviette and placed on buffet table next to the plates.
- Guests collect food from the buffet table.
- Staff do not serve food from behind the buffet table.
- There are no waiters. Staff merely clears tables after the meal.
- This type of buffet service is often used for conferences.
- The cold dishes for English breakfast such as fruits, bread etc... are plated on platters and displayed for self service.

### **CLEARING THE BUFFET TABLE**

- Switch the hot beverage machines off and clean them.
- Switch all electric equipment.
- Remove all dirty glasses and empty jugs.
- Clear all used serving dishes and utensils.
- Clear all food, cutlery, crockery and dirty linen from the buffet table.
- Clear all tables and remove the tablecloths.
- Wipe the counters and tables.
- Count all the equipment and return it to the store.
- Cover all leftover fruit with plastic and refrigerate.
- Wrap all food and store in cold storage.
- Arrange the tables and prepare the dining room for the next service.
- Follow the correct cleaning procedures for the linen, cutlery, crockery, glasses and any other equipment used.

- Store the linen, crockery, cutlery, glassware and equipment in the correct place and manner.
- Make sure that the storerooms and cupboards are locked.

## PERSONAL APPEARANCE AND UNIFORM FOR WAITERS



### Waiters should take note of the following:

1. Uniform should be neat.
2. Uniform should be clean, well ironed and in good repair.
3. Uniform must fit well, but have sufficient room for the movements that a waiter needs to perform.
4. Shoes must be clean and polished, have rubber soles and worn heels must be repaired.
5. Hair must be clean and out of the face/ tied back.
6. Fingernails must be short and clean. Dark nail varnish should NOT be worn.
7. Waiters must apply personal hygiene and should not smell smoke, sweat or heavy perfume.
8. Waiters must be well shaven and trimmed.
9. Jewellery, perfume and make-up must not be overdone.