



Crafting Clarity: The Science of Standard Operating Procedures (SOPs)

Jason Sutton – Footers Catering

Bryan Neuschaefer – Saz's Hospitality Group

Bryan

- Took time to learn the value of SOPs. One person knows how to do it. Why standardize?
 - Shift to standardize, standardize, standardize!

Jason

- Shift from individual knowledge to company knowledge
 - Creation process encouraged company-wide collaboration, saw a surge of respect between department



SOPs allow your business to grow and scale

- Empowers team members
 - Provides space for everyone's ideas to become reality
- Allows owner/leaders to focus on other tasks and be confident that execution is happening how it should be
 - Stories on how frustrations were eliminated once SOPs were in place
- Company-wide pride in brand standards
 - Your team will become your biggest SOP champions and train the next generation

Fry On-Site			Guest Count: 100		Place: Covenant Harbor - Lake Geneva			
NM Fasttrack			Date:					
X	ITEM	NEED	X	ITEM	NEED	X		
	WARMERS			MISCELLANEOUS			FOOD	
	Chafers - windproof	6		Film	2		Ribs	
	Matches			Foil	1		BBQ Pulled Chicken	
	Sternos - 2hr	12		Cart			brioche buns	
	Water			Garbage Can Liners	1 roll		GF Buns	
				Garbage Cans			Mac Noodles	
				Menu & Holder			jack sauce	
				Height			bacon	
				Pallet Wrap	1		mac topping	
	UTENSILS			Bowls			Roasted Veggies	
	Tongs - Metal Formal	20		Platters			Biscuits	
	Tongs - Metal Kitchen	2		Handwash Airvoid	1		chipotle honey butter	
	Serving Spoons - Formal	12		Hand Soap, Paper Towels	1 ea		Garden Salad	
	Ladles - Formal			Empty Bucket	1		asst. dressings	
	Ladles - Kitchen			Fryer Equipment			Relish Tray w/ dip	
	Butter Spreaders	4		Fryer	1		Fruit Salad	
	Family Spoons	10		Single Regulator	1		Chive Fries	
	Burger Spatula			#100 Propane	1		house dressing	
	Whisk			Fryer Grate	1		Rolls	
	LINENS			Fryer Baskets	2		pc butter	
	Linen Bag	1		Drain Pipe	1		**Extra BBQ Pulled Chicken**	
	Towels	1 bag		Skimmer	1			
	Tablecloths 90*156 Black	3		Fryer Oil	3			
	Linen Napkins White	15		Pots To Drain Oil	3			
	Linen Squares			Oil Dry	1			
	Aprons			Broom	1			
				Dustpan	1			
				Fire Extinguisher - Silver	1			
	BUFFET SET-UP			Toolbox	1			
	10" Plastic Plates	150		Fryer Drain Unclogging Tool	1			
	7" Clear Plastic Plates			Other Equipment				
	Meal Kits	150		Catering Kit	1			
	Napkins - Saz's	200		Vinyl Gloves	4 boxes			
	Wet Naps	160		Empty Hotbox	1			
	Baskets			2" Cook Pans	6			
	Small Baskets	4		Pan Grates	6			
	Flat Baskets			Mixing Bowl	1			
	Medium Baskets			French Knife				
	Salt and Pepper Shaker Sets	2		Bread Knife				
	Soup Bowls			Cut Glove				
	Soup Spoons			Runner Mat				
	Trays for			Tables - 8ft Plastic	1			
	Plastic Forks			Plastic Tablecloths	2			
	Plastic Knives			Butane Burners				
	Plastic Spoons			Butane				
	Bev Naps - Saz's			Chef Coats and Hats				
				Buckets of Water				

Saz's Pack Lists

Formal Family - Page 1 of 2			Guest Count: 140		Place: MKE Tool - Downtown			
MKE Tool					Date: 6/9/2024			
X	ITEM	NEED	X	ITEM	NEED	X	ITEM	NEED
	CHINA			PLATING			KITCHEN SUPPLIES	
1	Salad Plates	150		Chafers - Gold	5		Film & Foil	1 ea
1	Dinner Plates	160		Matches			French Knife	2
1	B&B plates	150		Sternos - 2hr	10		Bread Knife	1
0	App plates	20		Metal Tongs - Formal	60		Cutting Board - Plastic	1
	Water Glasses	150		Metal Tongs - Kitchen	4		Warming Unit - new red one	1
	Coffee Cups	150		Serving Spoons - Formal			Speed Rack	3
	Coffee Saucer			Serving Spoons - Kitchen	4		Sheet Trays	50
	Small China Bowls	40		Ladles - Formal			Large Saute Pans	1
	Family Style Platter	60		Sauce Pourers	4		Small Saute Pans	
	Family Style Bowls	60		Ladles - Kitchen			Half Pans 4"	2
	Glass Carafes	24		Family Style Spoons	60		Bamboo Picks	
				Ice Cream Scoop			Vinyl Gloves	6 boxes
	SILVERWARE			Burger Spatula	2		Handwash Airvoid, Empty Bucket	
2	Dinner Forks	300		Whisk	1		Hand Soap, Paper Towels	
1	Dinner Knives	150		Bowls			Garbage Can Liners	1 roll
	Steak Knives - Silver #2	150		Platters			Garbage Cans	
1	Tea Spoons	150		Squeeze Bottles	4		Catering Kit	1
	Butter Spreaders	20		Tabletop Oven & Extension Cord			Cut Glove	
	Demi Spoons			Half Sheet Pans			Piping Bag & Tip	
	App Forks			Heat Lamp & Extension Cord				
	Plastic Forks			Cutting Board - Wood				
				Carving Knife, Fork & Steel			FOOD	
	LINENS			Butane Burners				
	Chef Coats & Hats			Butane			Mixed Greens	
	Aprons						Peppers, Apples	
	Linen Bags	4		Pipe & Drape			Walnuts, Feta	
	Towels	1 bag		Base Plates	2		Cranberry Vinaigrette	
	Linen Napkins Red	200		Side Poles	2			
	Tablecloths 90*156 White	2		Cross Pole	1		Garnishes	
	Tablecloths 90*156			Drape Sections - Black	4		Butter Roses	
	Tablecloths 120* rd White	18						
	Tablecloths 132* rd						Petite Desserts	
	SERVER NEEDS			DECORATIONS & PROPS				
	Tray Jacks	2		Menus for tables				
	Waitress Ovals	4		Tables 8 ft				
	Waitress Trays	4		Plastic Tablecloths				
	Bus Tubs	2		Pallet Wrap				
	Silverware Bin	4		Plate Covers	5			
	Trays for Passing Apps			Height				
	Bev Naps - Black	250		Décor				
	Small Baskets - Black Metal	18		Extension Cords				
	Water Pitchers - Metal/Plastic	4/2		Runner Mats - Carpet				
	Coffee Pitchers	8		Platescape				
	Tulip Dishes			Dish Apron				
	Salt & Pepper Shaker Sets	20		Rubber Spatula - Large	2			
	Sweeteners/Sugars	2 bins		Blue Polishing Towels	6			
	Silver Coffee Urr/ 2hr Sterno							
	Decaf Sign						Creamers	
				1st aid kit			Ice - 1 Black Bin	



Saz's Warehouse



Footers Warehouse

Footers Pack List

Pack List

Event Date: 1/13/2025 - Monday

Contact: Lauren Dolniak: RMC DMC
Event Title: Kemin Awards Dinner
Invoice #: 38419
Status: Closed
Venue: Mile High Station, 2027 Old West Colfax Ave Denver CO, 80204

Salesperson: Sarah Amick
Guest Count: 147
Service Style: Plated

☐ (2 Each) Ramekin - Square - Small - 2.3.6.2

2.4 - Bowls

☐ (3 Each) Platter - Stone - Square - Medium - 2.3.3.3

☐ (4 Each) Bowl - Stainless - Medium - 2.4.5.2

2.5 - Vessels

☐ (50 Each) Boat - Gravy - Metal - 2.5.1.1

☐ (25 Each) Creamer - Metal - 2.5.1.7B

☐ (4 Each) Pitcher - Plastic - 2.5.1.9

2.6 - Beverage Service

☐ (8 Each) Pot - Thermal - Stainless - 2.6.1.1A

☐ (27 Each) Carafe - Plastic - 2.6.1.2

☐ (1 Each) Urn - Beverage - Silver - 2.6.1.4

☐ (1 Each) Percolator - Coffee - 2.6.1.6

3.2 - Hot Cooking/Serving

☐ (2 Each) Rachod & Fuel - 3.2.5.2

please send extra butane

3.4 - Chafers (8 qt)

☐ (9 Each) Chafer - Plate Up - 8qt - 3.4.3.3

3.5 - Baskets/Risers

☐ (18 Each) Table Stands - chrome

☐ (20 Each) Basket - Wire - Round - 3.5.1.3

4.1 - Disposables (Cups)

☐ (200 Each) Cup - Plastic - 9oz - 4.1.3.4

☐ (5 Each) Stand - Tray Jack - 4.1.4.3

4.3 - Disposables (Plates/Silverware/Napkins)

☐ (5 Each) To-Go Box - Paper - Brown - 4.3.1.4

☐ (1 Each) To-Go Bag - 4.3.4.5

☐ (50 Each) Plasticware - Spoon - Reflection - 4.3.5.2

4.4 - Gloves/Can Liners/Sterno

☐ (10 Each) Tray - Cookie - 4.4.2.4

☐ (1 Case) Can Liner - 4.4.3.1

☐ (1 Each) Compost Bin Liner - 4.4.3.1

☐ (30 Each) Sterno - Canned Fuel - 4.4.5.1

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☐ (5 Each) Extension Cord - 4.6.3.3

☐ (8 Each) Bus Tub - 4.6.4.2

4.7 - Basic Linen

☐ (25 Each) Linen - Napkin - Black - 4.7.1.1

☐ (2 Each) Linen - Square - Black - 72" - 4.7.1.2

☐ (1 Each) Bag - Linen - Sno-White - 4.7.2.4

☐ (2 Each) Linen - Square - Black - 90" - 4.7.3.1

☐ (35 Each) Bar Towels - 4.7.4.1

5.2 - Cooking Equipment

☐ (2 Each) Compost Bucket

☐ (1 Each) Tarp - Blue - Outdoors - 5.1.1.2

☐ (2 Each) Hot Box - 5.2.1.1

☐ (2 Each) Convection Oven - Large - 5.2.1.2

☐ (2 Each) Convection Oven - Small - 5.2.1.3

☐ (1 Each) Grill - Propane BBQ - 6' - 5.2.1.5

8.1 - Tables/Trash Cans

☐ (5 Each) Trash Can - 8.1.1.1

☐ (2 Each) Table - Banquet - Footers - 8' - 8.1.1.2

☐ (3 Each) Table - Banquet - Footers - 6' - 8.1.1.3

9.1 - Truck Checks

☐ (0 Each) Check Gas

☐ (1 Each) Crate - Assorted Gloves - 4.4.2.0

large team, please send a full crate

☐ (1 Each) Parchment Paper - 4.4.2.5

☐ (1 Each) Aluminum Foil (Roll) - 4.4.4.1

☐ (1 Each) Plastic Wrap (Roll) - 4.4.4.2

☐ (3 Each) Tank - Propane - 5.2.1.9

☐ (1 Tote) Red Tote - Emergency Kit - 5.3.1.1

☐ (1 Each) Green Tote - Cleaning Kit - 5.3.1.2

☐ (1 Tote) Yellow Tote - Lead Chef Kit - 5.3.1.3

☐ (1 Each) Broom and Dust Pan - 5.3.1.4

Not Assigned

☐ (1 Each) Construction Light - Large

☐ (5 Each) Micro Fiber Towels



Where to start!

- Anything can/should have an SOP
 - Setting buffet, loading truck, packing food, setting field kitchen, using printer, washing dishes, etc.
 - Creates consistency and accountability
 - Eliminates the “no-one-ever-tells-me-anything” mentality
- Challenge > Goal > Expected Result
 - Must set clear end goal first, and then put framework in place to achieve that goal
 - Example: “Truck pack-out with zero errors and truck leaving on-time”

Continued...

- Need a process to create the process
 - Department Head starts first draft
 - ✦ **Shares with all leaders and department representatives for feedback and brainstorming**
 - Crucial to poke holes in the process (must be open to feedback!)
 - “X process will result in X outcome for my department”
 - ✦ **Department Head presents second draft to Directors**
 - Review for profitability, long-term sustainability
 - ✦ **With approval, Department Head finalizes document and shares to all departments**
 - Document it
 - How will your team most clearly understand it?
 - ✦ **Compare process mapping, flow charts, written directions**
 - Where does it live?
 - Accessed in office, on events, or both?
 - 3 ring binder, laminated, google forms, Teams files, etc.
 - Ensure your team can easily access it, or the SOP is moot

Footers Day 1-90 Docs- it starts before day 1

- Stage - 4-hour – Make lunch with another member of the team. Recipe with conversions.
- Hire – Offer Letter confirming orientation date and busy dates for Footers to put on their calendar. Prompt to download Nowsta before they arrive!
- Orientation
 - Catering 101 – Policies + Procedures
 - HR Orientation - Clock-in/Harassment/Direct Deposit
 - Issued Uniform (1 shirt, 1 chef coat, 1 skull cap)
- Day 1- Prep 101
 - Job Description – Prep Chef Checklist

Day 1-30

- Full Kitchen Tour **Culinary Mgmt**
- Walk-in 101, FIFO, Organization, Keep'n it Clean
- Equipment Training
- Health and Sanitation Overview
- Lunch at least once a week **Culinary Mgmt**
- Labeling, Wrapping, and Storing **Culinary Mgmt**
- Put away Food Order **Exec Sous Chef**
- Proper Recovery **Sous Chef**
- Setting the pace (moving with purpose) showing their list compared to how it relates to the menu **Exec Sous Chef**
- Go to at least one event w/ **Exec Chef**
- Work on Foundation Skills: Beverage, HD, Salad, Starch, Veg, Protein **Team Leads**
- Half Day in Dish and warehouse **Warehouse team**
- Knife Sharpening/Honing Demo **Culinary Mgmt**
- Highlighter assignment based on completion of proper food quality, quantity and storage

Day 31-60

- Opening Kitchen Checklist **Exec Sous Chef**
- Shut down the kitchen **Team Leads**
- Scavenger Hunt in the kitchen
 - Ex. Aprons in the warehouse, Wonton Skins in freezer
- 2nd Person/In room Shadow a Tasting **Chef de Cuisine**
- Pastry prep 1/2 day – Recipe/Technique based **Exec Pastry**
- Find a Track **Exec Chef**

Day 61-90

- Batch Inventory of Freezer - **Team Leads**
- Commander in chef on an event- **Exec Chef approved**
- Comfortability in specific prep categories
- Creatively leading lunch

Day 90 - Evaluation with direct goals **Exec Chef**

Day 1-90 Docs



Culinary Training Manual

Day 1:

Building Tour	Team Member_____	Trainer_____	Date_____
Time Clock	Team Member_____	Trainer_____	Date_____
Attendance Policy	Team Member_____	Trainer_____	Date_____
Uniforms	Team Member_____	Trainer_____	Date_____
HACCP Procedures	Team Member_____	Trainer_____	Date_____
Employee Sickness Sign off	Team Member_____	Trainer_____	Date_____
Cut Glove Policy	Team Member_____	Trainer_____	Date_____
Highlighters	Team Member_____	Trainer_____	Date_____
Recipe Books	Team Member_____	Trainer_____	Date_____
Garde Manger day 1	Team Member_____	Trainer_____	Date_____

Trainer Comments:

Day 2:

Prep List	Team Member_____	Trainer_____	Date_____
Highlighters	Team Member_____	Trainer_____	Date_____
Proper Food Storage & Thawing	Team Member_____	Trainer_____	Date_____
Station Set up	Team Member_____	Trainer_____	Date_____
Garde Manger day 2	Team Member_____	Trainer_____	Date_____
Meet with Chef	Team Member_____	Trainer_____	Date_____

Trainer Comments:

Day 3:

Combi Ovens	Team Member_____	Trainer_____	Date_____
Holding Ovens	Team Member_____	Trainer_____	Date_____
Blast Chillers	Team Member_____	Trainer_____	Date_____
Vacuum Sealer	Team Member_____	Trainer_____	Date_____
Highlighters	Team Member_____	Trainer_____	Date_____
Recipe Books	Team Member_____	Trainer_____	Date_____
Garde Manger day 2	Team Member_____	Trainer_____	Date_____

Trainer Comments:

Complete Training

HACCP Protocols	Team Member_____	Trainer_____	Date_____
Attendance Policy Signature	Team Member_____	Trainer_____	Date_____
Cut Glove Policy Signature	Team Member_____	Trainer_____	Date_____
Employee Sickness Signature	Team Member_____	Trainer_____	Date_____
Garde Mange Training	Team Member_____	Trainer_____	Date_____
Production and Cooking	Team Member_____	Trainer_____	Date_____
General Preparation	Team Member_____	Trainer_____	Date_____

Day 1-90 Docs

Shift 7 Station 3

- ☐ **Station Policies & Setup**
 - ☐ Opening / closing duties
 - ☐ Location of Recipe book
 - ☐ Station 3
- ☐ **Equipment**
 - ☐ Char grill
 - ☐ How to turn on
 - ☐ How to properly use
 - ☐ How to clean
- ☐ **Soap bucket**
 - ☐ Change every 2 hours
 - ☐ Where to keep it
- ☐ **Sanitizer bucket**
 - ☐ Where to keep
 - ☐ Change every 7 days
- ☐ **Clean dry towels**
 - ☐ Where to keep towels
 - ☐ Where to place dirty towels
- ☐ **Drinks**
 - ☐ Acceptable location of where to put personal drinks
- ☐ **Production**
 - ☐ Prep list
 - ☐ Where to find them
 - ☐ How to read them
 - ☐ What does each number in the purple column mean
 - ☐ Best way to write down what needs to be done
 - ☐ Proper order of completing prep (longest items done 1st)
 - ☐ Questions? Ask them! Especially in the daily meetings
 - ☐ Explain how and why we do things the way we do (The Saz's way)
 - ☐ **Non-continuous cooking plan**
 - ☐ What it is
 - ☐ Where are labels kept
 - ☐ **Highlighters**
 - ☐ Yellow- needs to be cooked before it goes out
 - ☐ Pink- ready to eat/serve, no need to cook
- ☐ **Storing Food Storage**
 - ☐ Same in Coolers as it is on Site and on Carts
 - ☐ Top to bottom: ready to eat (can be anything from prepared food, fresh vegetables, and fruit to deli turkey.) sea food, raw whole meats (chuck flap meat, briskets, ribs, roasts), raw ground meats (ground beef, burgers/sliders), raw poultry (chicken/turkey)
- ☐ **End of shift**
 - ☐ constructive feedback
- ☐ **Highlighters**
 - ☐ Team member _____ Trainer _____
 - ☐ Date _____

- ☐ **Recipe Books**
 - ☐ Team member _____ Trainer _____
 - ☐ Date _____
- ☐ **HACCP Protocols**
 - ☐ Team member _____ Trainer _____
 - ☐ Date _____
- ☐ **Trainer feedback**
 - ☐ Overall, how did the trainee do: _____

 - ☐ What positive things did the trainee do: _____

 - ☐ Does any item need additional focus: _____

 - ☐ What are the 3 best attributes of the trainee: _____

 - ☐ Does the trainee see anything that they think they could improve on: _____

 - ☐ How do you feel you did: _____

 - ☐ Do you have any questions: _____

Implementation

- ❑ Roll-out/present to anyone expected to adhere to SOP
 - Explain the WHY and how the SOP is there to make their work better
 - Be open and patient – change takes time
- ❑ Observing the process
 - Director responsible for 30-day, 60-day, 90-day review to ensure SOP is achieving goal
 - ✦ **Encourage feedback from those using SOP**
 - ✦ **Photos/videos of the process**
- ❑ SOPs are fluid - edited as needed at the guidance of those doing the task/process
 - Empower managers/directors to recognize when an SOP is outdated and recommend updates
- ❑ Once the standard is set, then the magic and fun of innovating and improving processes can happen

Front of House Playbook

Event Name:	DDay Leadership Academy Gala 2025
Guest Count:	160
Event Date:	17-Jan
Event Location:	SoCap
FOH Team	<i>Party Pilot:</i> Keara with Nicole shadowing <i>Heroes:</i> Adriana, Brinlee, Conner, Kerrie, Mackenzie, Niko, Patrick, Sophia <i>Bar Pilot:</i> Corrine <i>Mix Masters:</i> Nichole G, Rob, Ashley
Set-Up:	2:00:00 PM
Team Meeting:	4:45:00 PM
Cocktail Hour:	5:30:00 PM
Pre-Set Salad Down By:	6:20:00 AM
Guests Seated:	6:30:00 PM
Program & Dinner Served:	7:00:00 PM
Dessert:	7:30:00 AM
Event End:	10:00:00 PM

<u>Cocktail Hour</u>	
HDV & Bussing Team:	Adriana, Patrick, Kerrie, Niko
Pre-Set Team:	Brinlee, Conner, Mackenzie, Sophia
<u>Dinner Service:</u>	
All:	Bus salads
Team 1:	Patrick, Brinlee, Kerrie, Niko
Team 2:	Conner, Sophia, Mackenzie, Adriana
<u>After Dinner</u>	
Carafe Refills:	Brinlee & Adriana
Dessert:	Conner; Nichole G to assist with pouring Calvados as needed
Coffee/Hot Tea:	Sophia
Bussing/Breakdown Team:	Patrick, Kerrie, Niko, Mackenzie

Footers FOH Playbooks

Replenisher- Ronney. Dietary-Kevin

Seb			Kalel
Mash			Brocc
	O	O	
	O	O	
Filet			Salmon
Jacob			Blayne

Ramos
Turn
<u>Expo</u>
Conner

Replenisher- Bam. Dietary-Shauna

Gabe			Solomon
Mash			Brocc
	O	O	
	O	O	
Filet			Salmon
Leila			Colin

Jason
Turn
<u>Expo</u>
Arod

Footers
BOH
Playbooks

Timeline		Salad Team	App Team	Truck Team	Dessert Team	Bussing Team
2:15pm	Depart	Conner	Ramos	Ronney	Ramos	Conner
3:00pm	Set Up	Seb	Colin	Bam	Colin	Seb
5:00pm	Team Meeting/Vendor Meal	Kevin	Shauna		Shauna	Kevin
5:15pm	Passed/Displayed Apps	Blayne	Kalel		Kalel	Blayne
6:45pm	Preset Salad/Bread	Jacob			Leila	Jacob
7:30pm	Dinner Service	Arod				Arod
8:00pm	Dessert Service	Gabe				Gabe
9:00pm	Event Ends	Solomon				Solomon
		Jason				Jason
		Leila				Leila
		Jason				Jason

Notes:
Red team= close side. Blue side=far side. Apps team working out of sally port. TARP ALL PREP AREAS.
200 Plates coming out of each side. 10 confirmed veg plates. Make 20 each side just in case.
Apps team also doing desserts! Make sure to bring the liquid nitrogen.
Speed racks for all lose items for ease of bringing to the sites.
Staff meal will be a chicken wrap with some chips. Late arrival chefs coming from other jobs/school
48 tables for bread baskets. China plates and silverware used for displays
Conner to help get displays up

BOH/FOH Playbooks



201 W Walker St
Milwaukee, WI 53204
414-256-8765

Event Team

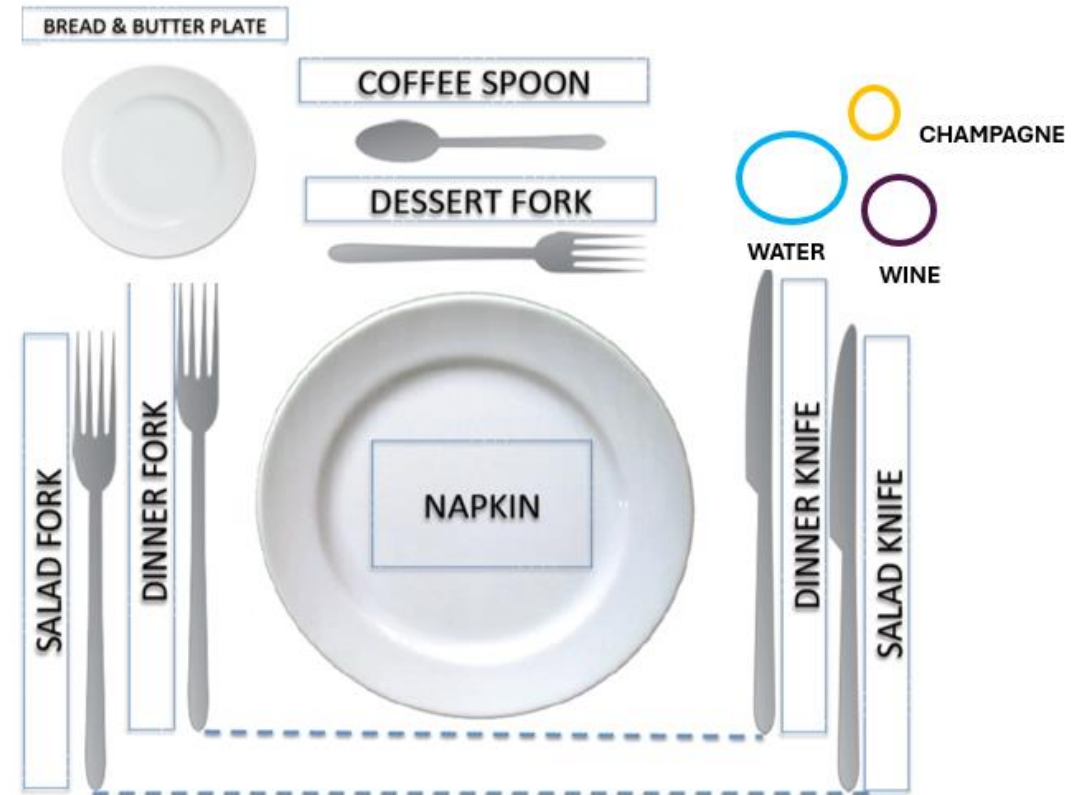
Standard Operating Procedures

BoH Checklist	
Unload proper equipment to proper kitchen location	<input type="checkbox"/>
Store food properly on-site. Hold at temp	<input type="checkbox"/>
Delegate BoH tasks to team	<input type="checkbox"/>
Double count dinner plates into warmer. Count salad, App & B&B plates to sheet trays/ salad tree.	<input type="checkbox"/>
Salad building station set. Confirm all components. Dressings into squeeze bottles	<input type="checkbox"/>
Set appetizer prep space. Confirm all components of apps along with vessels for service. Label pass	<input type="checkbox"/>
Double check team handwashing/sanitation	<input type="checkbox"/>
Team meeting with FoH to go menu/presentation	<input type="checkbox"/>
Begin salad building and app building.	<input type="checkbox"/>
Build app trays for FoH team. Go over name, ingredients, description of apps before team goes to the floor.	<input type="checkbox"/>
Serve salads. Dress as they go out. Flip prep area to entrée service.	<input type="checkbox"/>
Create show plate for BoH team on expectation for portion and presentation. Use either 4 stack or assembly line for service	<input type="checkbox"/>
Expo dinner service by table to event. Keep hot, beautiful and in a timely manner.	<input type="checkbox"/>
Breakdown from dinner service. Cut cake or set dessert station per BEO.	<input type="checkbox"/>
Break half team to eat. Rest begin breaking down and loading out	<input type="checkbox"/>

BOH/FOH Playbooks

<i>Guest Table Set Up</i>	
Set up floor according to diagram	<input checked="" type="checkbox"/>
Linens are placed on table with all creases running the same way	<input checked="" type="checkbox"/>
Table numbers & centerpieces set & are correct	<input checked="" type="checkbox"/>
Uses gloves when handling silverware	<input checked="" type="checkbox"/>
Silverware is clean and polished	<input checked="" type="checkbox"/>
Silverware is correctly placed & spaced at place setting	<input checked="" type="checkbox"/>
Wears gloves when handling glassware	<input checked="" type="checkbox"/>
Glassware is properly placed on table	<input checked="" type="checkbox"/>
Napkin is folded and placed per BEO	<input checked="" type="checkbox"/>
Placement of :Salt and pepper shakers, creamers (if applicable), sugar (if applicable)	<input checked="" type="checkbox"/>
Chair placed touching the edge of linen. Not under	<input checked="" type="checkbox"/>
Water goblets filled with ice & water. Placed correctly.	<input checked="" type="checkbox"/>
Water carafes filled and placed on table	<input checked="" type="checkbox"/>
Butter plate and butter spreader set on table above forks	<input checked="" type="checkbox"/>
Bread baskets lined with 1 roll per guest.	<input checked="" type="checkbox"/>
Linen tied and placed on table	<input checked="" type="checkbox"/>

STANDARD TABLE SETTING



TAKE-A-WAYS

- ❑ Increased efficiency = increased profitability.
- ❑ Audit opportunities within your company
- ❑ Step-by-step process on where to start when building a new SOPs
- ❑ Create and implement brand standards that all team members can stand behind

Jason Sutton – Footers Catering - Instagram: @jsutton42

Bryan Neuschaefer – Saz's Hospitality Group

