



Province of the  
**EASTERN CAPE**  
EDUCATION

# **HOSPITALITY STUDIES**

**GRADE 10**

## **MISE-EN-PLACE IN THE RESTAURANT WORKSHEET MARKING GUIDELINE**

This document consists of 3 pages.

1. Restaurant mise-en-place is preparing equipment (cutlery and crockery) and tablecloths ✓ before a meal is served. ✓ (2)

2.

2.1. Boerewors, ✓ Kebabs ✓ and Baked Beans/Pork bangers. ✓ (3)

2.2. Croissants ✓ and Berry Muffins. ✓ (2)

3.1 A - Bill folder. ✓ (1)

B - Waiter's friend. ✓ (1)

C - Serving spoons. ✓ (1)

D - Table napkin/ Serviette. ✓ (1)

3.2.

- Open the windows and air the room. ✓
- Dust and vaccum the entire service area. ✓
- Clean all the equipment. ✓
- Check that the plate warmers are working and ready. ✓
- Prepare the mise-en-place by collecting all the cutlery, crockery and glasses. ✓
- Clean and polish the cutlery and the glasses.
- Collect the required clean ironed linen. ✓
- Make sure all crockery and serving dishes are clean. ✓
- Make sure the menu cards are correct, clean and in good condition. ✓
- Check the beverage stock and re-stock if necessary. ✓
- Make sure all serving equipment is spotlessly clean, set out and ready. ✓
- Make sure that each dish has its own serving spoons and forks. ✓
- Check for cracked and damaged equipment. ✓
- Make sure that the serving equipment is in good working order. ✓

Any Four (4)

4.

- Customer's name. ✓
- Date of booking. ✓
- Number of people/ guests. ✓
- Whether the gusts are smoking or non- smoking. ✓
- Their time of arrival. ✓
- Any special request. ✓

Any Three (3)

5.

- Greet guests in a warm and freindly manner as soon as they enter the restaurant. ✓
- Guest of honour or the host should be placed at the head of the table. ✓
- Guests who booked together should sit together even if tables needs to be combined. ✓
- Guests with similar interests should be placed together. ✓
- Special request should be taken into account. ✓

Any Three (3)

6.

- Keep storage areas clean, tidy and free from refuse at all times to prevent pests. ✓
- Count equipment before and after each meal. ✓
- Store each piece of equipment in a specific marked place in the storeroom. ✓
- Issue the equipment at the beginning of the practical class and return the equipment after use. ✓
- The store keeper sould complete the stock form and hand it to the perso in charge of the restaurant. ✓
- The store keeper should ensure that the equipment is clean and complete.
- Report any broken or lost equipment. ✓
- Ensure that the storerooms, cupboards, shelves and floors are kept neat and clean. ✓
- DO NOT allow unauthorised person in the storeroom. ✓
- Cutlery can be tied into bundles of five or ten or can be packed into special cover bags for easy counting. ✓
- Always lock storage areas. ✓

Any Four (4)

**GRAND TOTAL: 25**