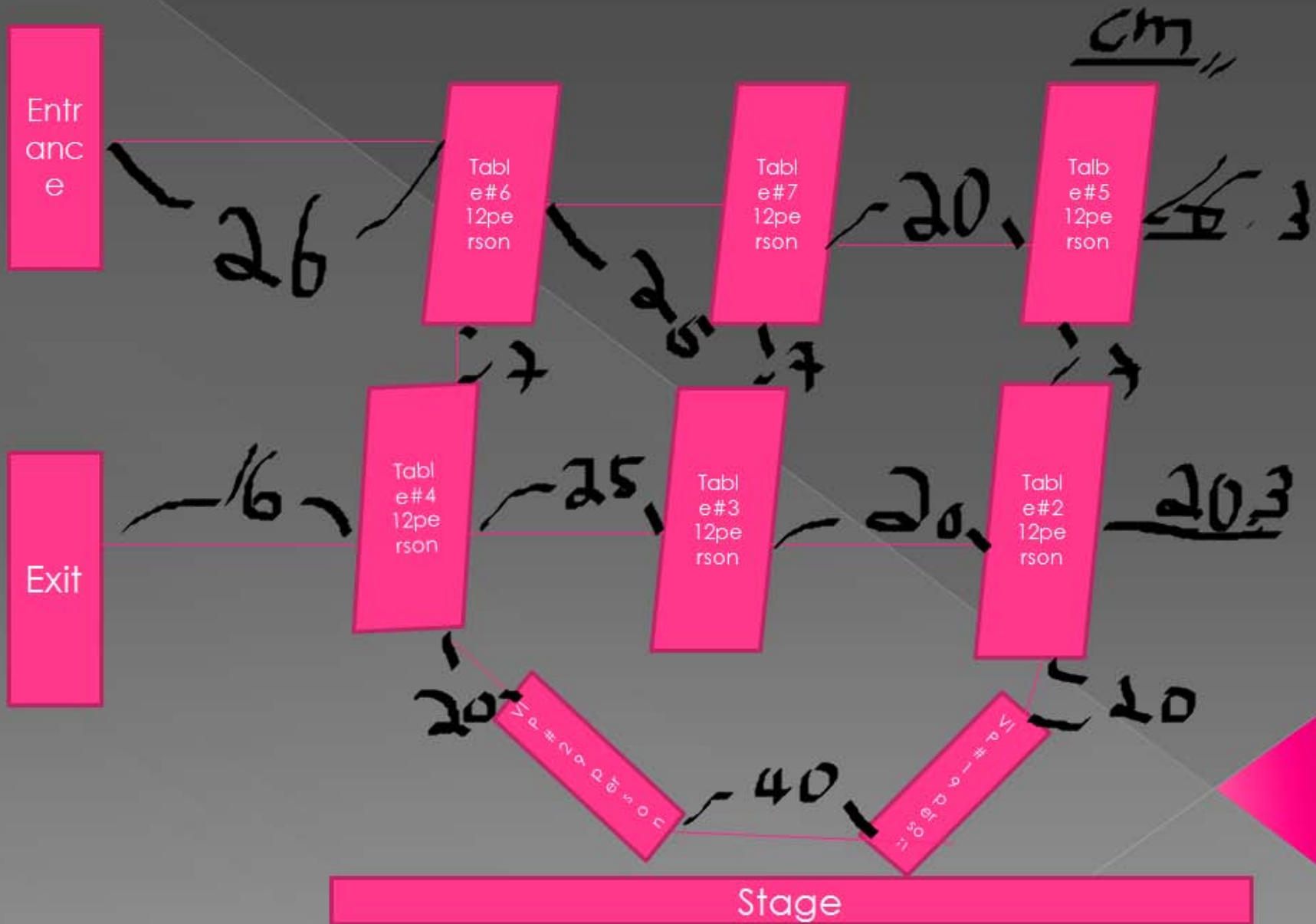


# Table Organization Chart



# Staffs Organization Chart Service Team

- Service Manager: Enok David Kang
- Assistant Manager: Felix Lopes Dias
- In charge: \*\*\*\*\* Ch\*\*ko  
\*\*\*\*\* Lo\*\*s Di\*\*  
\*\*\*\*\* D\*\*id Ka\*\*

Staffs: Gulzina Almas -kyzy, Martha Louise, Maria Bychkova, Iris Jorda, Vadim Loghin, Elizaveta Oreshkova, Sabine Ruptasa, Choman Chuwen, Citra Ayu, Yulia Markova, Joan Ka Man, Anh Minh

Total: 15 staffs including managers & in charge

# Table Service staffs

VIP #1 Table Total: 5 staffs

In charge: Sunil

Staffs: Vadim, Sabine, Gulzina, Elizaveta

VIP #2 Table Total: 5 staffs

In charge: Felix

Staffs: Martha, Iris, Choman, Anh Minh

Standard Table #2 Total: 6 Staffs

In charge: Vadim

Staffs: Sunil, Sabine, Gulzina, Elizaveta, Maria

Standard Table #3 Total: 6 Staffs

In charge: Citra

Staffs: Martha, Iris, Choman, Anh Minh, Choman

Standard Table #4 Total: 6 Staffs

In charge: Vadim

Staffs: Sunil, Sabine, Gulzina, Elizaveta, Maria

Standard Table #5 Total 6 Staffs

In charge: Citra

Staffs: Martha, Iris, Choman, Anh Minh, Choman

Standard Table #6 Total 6 Staffs

In charge: Vadim

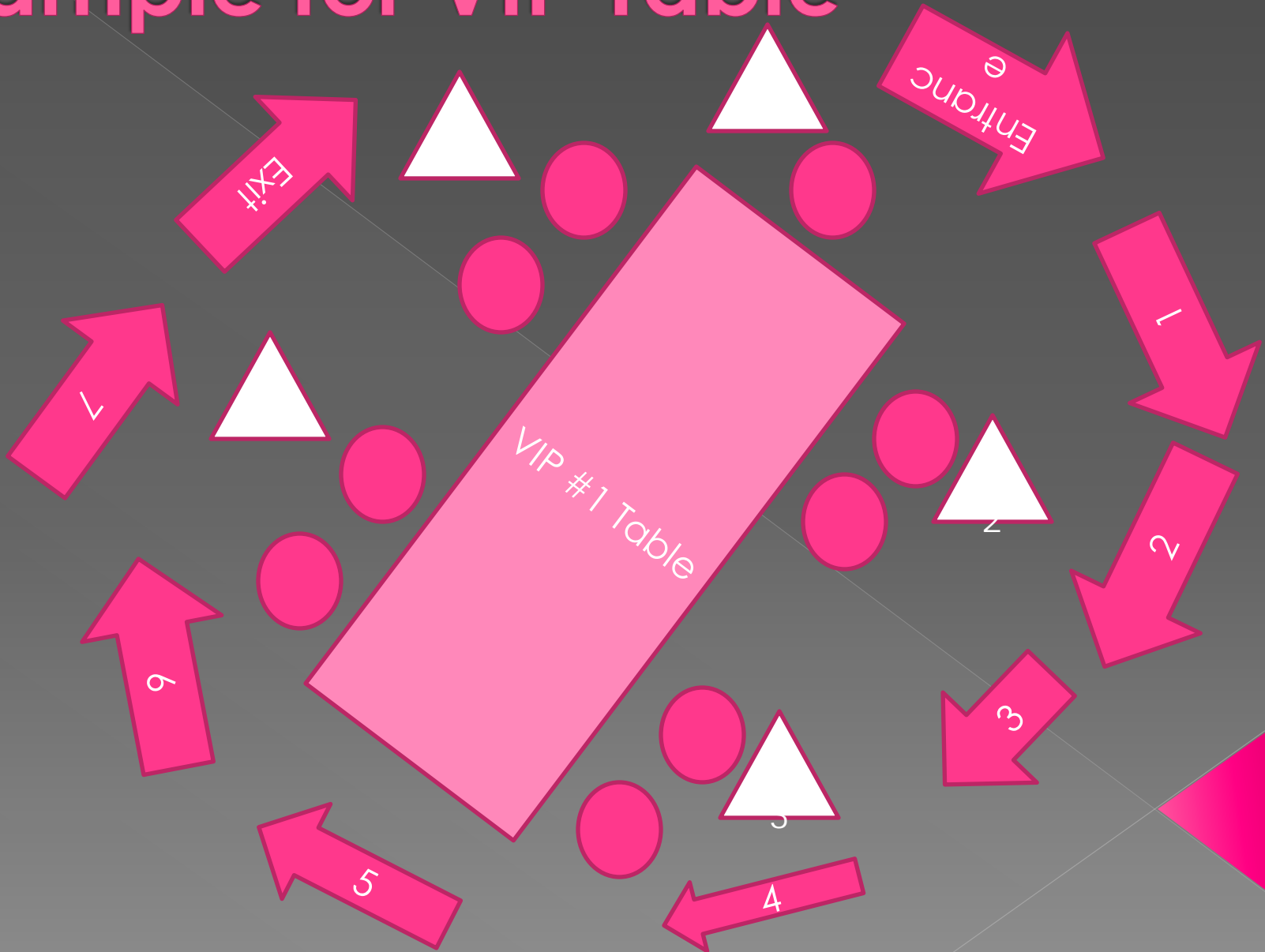
Staffs: Sunil, Sabine, Gulzina, Elizaveta, Maria

Standard Table #7 Total 6 Staffs

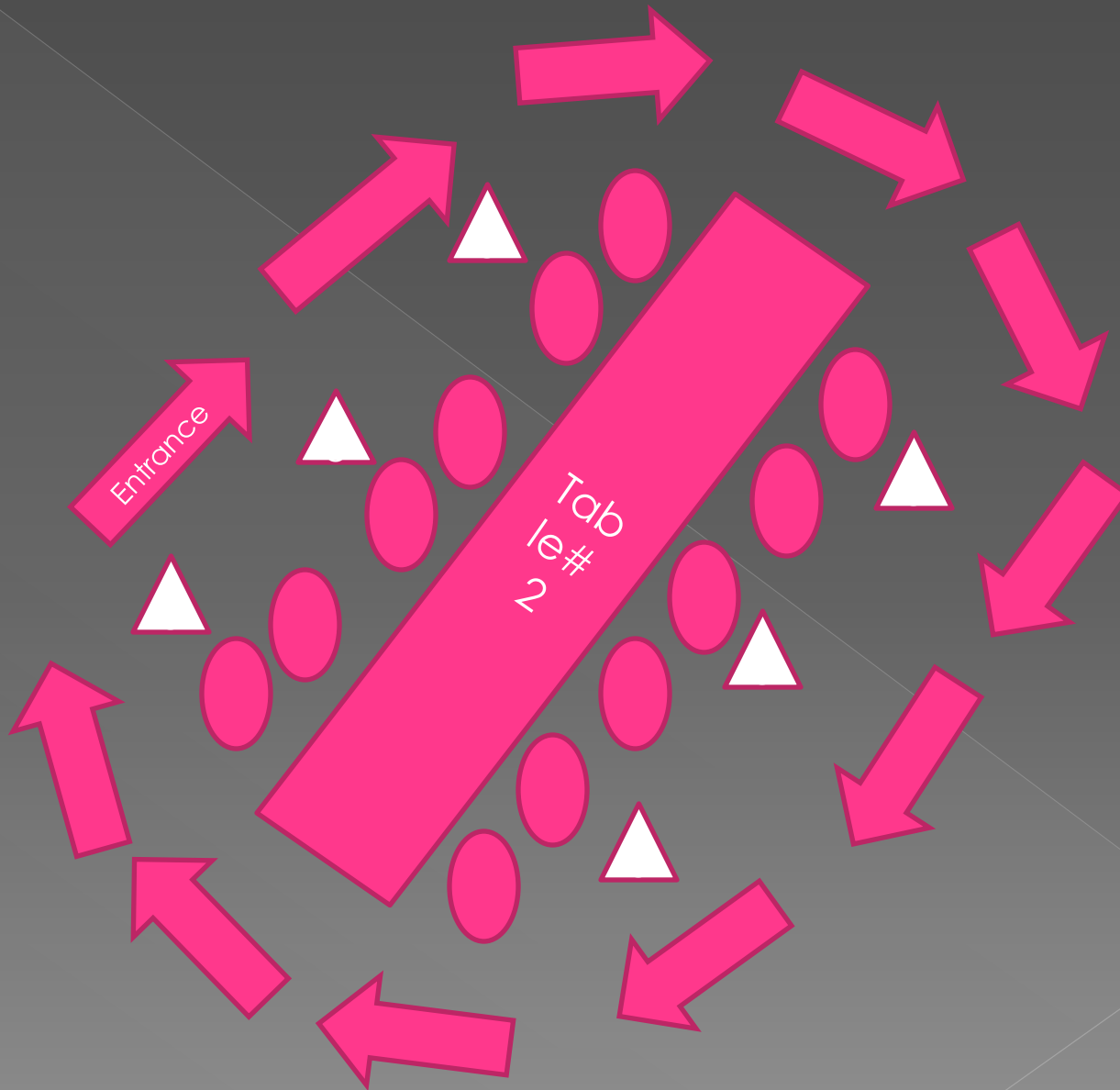
In charge: Citra

Staffs: Martha, Iris, Choman, Anh Minh, Choman

# Example for VIP Table



# Example for Standard Table



# Setting for Table

- ◉ French high standard dining table setting \*per guest

\*Before Table setting all the staffs must polish catteries & dish

- ◉ 3 Small Knives, 2 Small Forks (appetizers ,bread and disserts)
- ◉ 1 big Knife and 1 big Fork (main dish)
- ◉ 1 small spoon (for dessert)
- ◉ 1water glass
- ◉ 1 wine glass (2glasses for VIP)
- ◉ Seasoning (Pepper & Salt)
- ◉ Water Jar
- ◉ Butter & Lata
- ◉ Black napkins

# Style of Serving

- ◉ All the employees must serving the dish in same time.
- ◉ All the staffs must smile when they serve.
- ◉ 2 hand/ 2dish serving style.
- ◉ All the movement must be in same time
- ◉ There won't be movement on decoration food from serving .
- ◉ Professionalism

# Co operation with other department

## Decoration Department:

(Before setting up for chairs, tables, After Banquet, to clean up.)

## Entertainment Department:

(Need cooperation with entertainment for timing of service to the guests)

## Kitchen Department:

(To give intels about happening in Banquet and don't force kitchen department)



# Staffs needs

- All the staffs must bring 2 black ball pens
- Dress needs show professionalism to the guest
- Cooperation with other departments
- No arguments during the service
- Requires smile
- For Ladies: tie their hairs
- For Gentlemen: Black shirt & red tie
- Don't put too much perfume before the service