This week you will incorporate and put into action many of the topics, theories, activities, and assignments completed this term.

Your task is to develop a comprehensive FOH service plan for single dinner meal period, using a Prix Fixe menu for 25 guests. Submission Assignment and Requirements: After reviewing the articles and videos and posted in this week’s folder complete the following assignment.

Final Submission: Using the menu file provided below (FSM 3060 Sample PF CAP Menus) you will develop a FOH service plan using the 5 course Prix Fixe menu # 4 on page 4 of the file for $115 per person.

Within the courses of service, you will use any ONE appropriate service style EXCEPT American. Our dining room has (4) Statler tables. Square Tables which sit (4) with small flip up sides to convert the square into a round seating up to (6) guests.



You will be serving 26 guests in (2) seating times 6 pm and 8 pm by reservation in the following configuration:

|  |  |
| --- | --- |
| 6:00 pm Seating | 8:00 pm Seating |
| Smith 4 Guests  Jones 2 Guests  Ballard 6 Guests  Johnson 5 Guests | Wales 6 Guests (includes 2 Children under 12)  Seinfeld 2 Guests  Wright 1 Guest |

**FOH Service Plan Elements -Your plan must include the following elements:**

Service Styles -Provide a rationale for the service style chosen. Include a description of the style used or better yet a link to a video showing the service style being executed

Employee List - A list of the employment positions needed to execute the FOH plan including staff and managers. (Job titles and how many)

Service Schedule – Create timelines for each employee. Timelines should be in 15 minute increments until service time, 5 minute increments during service time and 15 minute increments after service. Be sure to include time to meet with staff to discuss duties, service style, side work (coffee, tea, water, butter, condiment checks and cleaning, service ware backups, side station setup) and preparation (pens, pencils, guest checks, check presenters).

NOTE: there should be a service time schedule for every employee type listed. For example: server, busser, bartender, assistant manager, GM, etc. It needs to be written what each of these people are doing during the service of these two seatings in 15 minute increments.

Service Diagram -- Create an accurate floor plan for the dining room to include placement of tables, server station assignments

Table Setting -- Also include a diagram of what the top of the table will look like including linen, decorations; china, glass and silver; and condiments

Beverage Station – serve wine, cappuccino, espresso, flavored teas, coffee, and soft drinks. Equipment Needed - Based on the menu and price point of $115 per person you will compile a complete list of all FOH equipment needed to execute the menu for the required (3) service styles for the entire shift. This must also include an accurate count for each item on the list to be set and reset. In addition to the list you will provide a picture or link to a picture of each item you will use. (The excel spreadsheet from your previous inventory valuation assignment will be helpful in organizing this section)

Summary - Produce a narrative description of what as a manager you expect to be observing from the moment you step through the door to the end of the shift. You should break the narrative into 15 minute increments and it should include the key elements of the service plan. This piece is critical to the success it should be so detailed that any member of the Management Team could be missing and the day could still run smoothly. The final submission must include citations throughout the body of the summary, as well as a reference page in MLA format. See the MLA Formatting and Style Guide in the Course Resources folder on the left menu for assistance with MLA format. Be sure to use Menu #4 that is attached separately.