餐厅值台制度

**厅名**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **值台记录** | **午 餐** | | | | **晚 餐** | | | |
| **客户名称／宴会性质** |  | | | |  | | | |
| **食品标准** |  | | | |  | | | |
| **当餐饮用酒水、烟** |  | | | |  | | | |
| **最受欢迎菜式** |  | | | |  | | | |
| **质量不合格菜肴** |  | | | |  | | | |
| **顾客对酒店及服务意见** |  | | | |  | | | |
| **宴会起止时间** |  | | | |  | | | |
| **催菜时间** |  | | | |  | | | |
| **服务过程中出现的问题** |  | | | |  | | | |
| **主管服务内容及巡厅次数** |  | | | |  | | | |
| **更换餐用具次数** | 毛巾 | 骨碟 | 烟缸 |  | 毛巾 | 骨碟 | 烟缸 |  |
|  |  |  |  |  |  |  |  |
| **备用物品** |  | | | |  | | | |
| **客损物品** |  | | | |  | | | |
| **备 注** |  | | | |  | | | |
| **值台服务员：** | | | | **值台服务员：** | | | |