

The Student Schedule with hours and shifts worked is detailed below. Your successful completion of the department rotation is reliant on you demonstrating that you have worked and have been exposed to the diversity of the department operation. The *Hours Worked and Shift Patterns* will be validated by your trainer and department manager.

Documentation Required for your Placement:

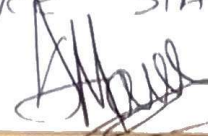
- 5) **The Placement Plan** – Students are responsible for ensuring the tasks included in the plan are monitored and coordinate with Shift Supervisors/Trainers for successful completion of all required tasks. Ensure you are working through the tasks and ensure they are signed off after each shift.
- 6) **Learning Log** – The Food & Beverage Operations Module requires ONE learning Log (750 words) to capture your combined experience in both the Kitchen and Food & Beverage (6 weeks).

Upon completion of the Food & Beverage rotation, you will upload (1) Placement Plan for Kitchen (3 weeks), (1) Placement Plan for Food & Beverage (3 Weeks) and (1) Learning Log (750 words) into Turnitin.

Timely submission will be expected as per university guidelines and the required dates will be posted in the Turnitin Link.

Schedule for the Kitchen Rotation

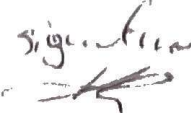
- Mandatory (3) Weeks
- Minimum (16) Hours per Week
- Inclusive of a Variety of Shift Patterns

F&B SUPERVISOR
I NARILIS DRAGANESCU
CONFIRM THAT IS MY
SIGNATURE STAMP


To be completed Weekly by Student and Executive Chef/Supervisor

Student Schedule Week One	Include Dates Time/Hours Worked	Student Signature	Manager
Weekday Breakfast / Dinner (Circle)	01/11/2021	AM	
Weekend Breakfast / Dinner (Circle)	28/11/2021	AM	
Weekday Conference & Banqueting - Meeting or Event Name	27/09/2021	AM	
Weekend Conference & Banqueting - Meeting or Event Name	28/09/2021	AM	

September 2021

Kitchen supervisor
I Koural Gouzelis
confirm that is my signature stamp




Student Schedule Week Two	Include Dates Hours/Time Worked	Student Signature	Manager
Weekday Breakfast / Dinner (Circle)	30/11/2021	<i>Any</i>	
Weekend Breakfast / Dinner (Circle)	11/4		
Weekday Conference & Banqueting - Meeting or Event Name	27/09/2021	<i>Any</i>	
Weekend Conference & Banqueting - Meeting or Event Name	28/09/2021	<i>Any</i>	
Student Schedule Week Three	Include Dates Hours/Time Worked	Student Signature	Manager
Weekday Breakfast / Dinner (Circle)	01/12/2021; 03/12/21 02/12/2021	<i>Any</i>	
Weekend Breakfast / Dinner (Circle)			
Weekday Conference & Banqueting - Meeting or Event Name			
Weekend Conference & Banqueting - Meeting or Event Name	02/10/2021	<i>Any</i>	

Kitchen Placement - Specific Training & Tasks

The Traffic Light System demonstrates for the student an understanding of the progressive expertise to expect during the department rotation. Each Hotel will be provided with the Placement Plans in advance of the student arrival and customise them to meet the needs of their specific hotel operation.

Red Zone Tasks – Introductory

Orange Zone Tasks – Intermediate

Green Zone Tasks – In-depth

Introductory	Date Completed	Student Signature	Supervisor Signature
Red Zone			



Introduction to Kitchen; Health & Safety	01/11/2021	Am	KR
Great Food Safe Food Training	01/11/2021	Am	AK
Kitchen Hierarchy - Roles & Responsibilities -Executive Chef -Sous Chef -Chef de Partie -Commis Chef -Kitchen Porter	01/11/2021	Am	Kg
Orientation for all Operational Areas i.e.: Kitchen Line Kitchen Larder Room Service Banqueting	01/11/2021	Am	Kul
Orientation for all BOH areas i.e.: Receiving Dry Storage Chemicals & Dishwash Area	01/11/2021	Am	Kuh
Uniform; Shoes & Gloves	01/11/2021	Am	Kul
Cutting Board & Colour Training	01/11/2021	Am	Kul
Recycling & Trash Removal	01/11/2021	Am	Kul
Fridge Prep / First in First Out (FIFO)	01/11/2021	Am.	Kul
How to Clean Down Training	01/11/2021	Am.	Kul
Training: AM Checklist	01/11/2021	Am	Kg



Training: PM Checklist	01/11/2021	Am	KS
Use Records & Brand Standards training	01/11/2021	Am	KS
Explain/Train Quarterly Brand Food Promotions Inclusive of Valentine's; Mother's Day; Father's Day; Kids Eat Free; 2/3 Course Menu offerings	27.09.21	Am	KS
Menu Specs Training: Overview Dietaries Presentation Taste Panel	27.09.21	Am	KS
Food Safety Logs Training: -Fridge Temperatures -Holding -Buffet -Railroad Cleaning Log -All 'A' Logs	01/11/2021	Am	KS
Brand Standard for Food Service i.e.: - Check Time for Starters; Mains & Desserts -Define Mains Away	28.09.21	Am	KS
Larder Section to include section Open/Closing Procedures	28-09-21	Am	KS
Prep AM Food Service	28.09.21	Am	KS



Tickets; Printers and Communication	28/11/2021	Am	K
Eggs – Cooking Procedures	28/11/2021	Am	K
Brand Standard Omelette Station	28/11/2021	Am	K
Introduction to Banqueting – Inclusive of Banquet Event Order (BEO) Training	09.10.21	Am	[Signature]
Explanation: C&B Plated Service Standard Formal Types of Events	09.10.21	Am	[Signature]
Explanation: C&B Buffet Service Standard Casual Types of Events	09.10.21	Am	[Signature]
Scullery – Cleaning Procedures	28/11/2021	Am	K
Dry Goods	28/11/2021	Am	K
Wet Goods	28/11/2021	Am	K
Canteen Preparation	28/11/2021	Am	K
Intermediate	Date Completed	Student Signature	Supervisor Signature
Orange Zone			
Demonstrate Preparation of:			



(1) Sandwich (1) Salad (1) Dessert	01/12/2021	Am	KG
Kitchen Line Training – Prep and Operation	01/12/2021	Am	KG
Allergens & Intolerances Training	01/12/2021	Am	KG
Soup of the Day Training	01/12/2021	Am	KG
Food Specials Training	01/12/2021	Am	KG
Knife Safety	01/12/2021	Am	KG
Dishwasher Operation Training including Brand Standard Temperatures Pot Wash Training	01/12/2021	Am	KG
Dinner Service Prep Training /	09.10.21	Am	KG
Produce (1) Arrival Treat for Loyalty Member	01/12/2021	Am	KG
In-Depth	Date Completed	Student Signature	Supervisor Signature
Green Zone			
Demonstrate a Room Service Order to Brand Standard	01/12/2021	Am	KG
Prep Training for Banqueting Event / Allergens & Intolerances	01/12/2021	Am	KG



Plating Up procedures	02/12/2021	Am	✓
Taste Panel Training	02/12/2021	Am	✓
Demonstrate Knowledge of Cutting Boards and Colours	02/12/2021	Am	✓
Demonstrate Knowledge of the A Logs, Railroad Logs and Fridge Temperatures & Process	02/12/2021	Am	✓
Demonstrate Knowledge of Internal Cooking Temperatures	02/12/2021	Am	✓
Demonstrate all the below:	02/12/2021	Am	✓
Allergens	02/12/2021	Am	✓
Intolerances	02/12/2021	Am	✓
Gluten Free	02/12/2021	Am	✓
Vegetarian	02/12/2021	Am	✓
Vegan	02/12/2021	Am	✓
Takeaway Procedures	02/12/2021	Am	✓
Cross Contamination	02/12/2021	Am	✓
FIFO	02/12/2021	Am	✓
Check Average Brand Standard	02/12/2021	Am	✓
Grilling Service	02/12/2021	Am	✓
Sauce Service	02/12/2021	Am	✓
Larder Service	02/12/2021	Am	✓
Buffet Service	02/12/2021	Am	✓



Line Service	03/12/2021	Am	
C&B Service	02.10.21	Am	
Stock Incoming Delivery	03/12/2021	Am	
Knife Safety	03/12/2021	Am	
Chemical Safety	03/12/2021	Am	
Uniform & Gloves	03/12/2021	Am	
Grooming	03/12/2021	Am	
Jewellery	03/12/2021	Am	
Food Hygiene Rating	03/12/2021	Am	
Handwashing only sinks	03/12/2021	Am	

Comments:

Hotel Placement - LV4 Student Learning Log

Kitchen and Food & Beverage (750 Words)

The Student Learning Log is the placement development record and is designed for the student to reflect on (not describe) their learning experience in order to critically review their development.

Students should focus upon:

1. A brief generic overview of the overall placement. This should review the experience in terms of the placement objectives and the student's own learning outcomes. Particular attention should be paid to issues regarding self, vocational and academic development as well as highlighting 'lost' opportunities.

The Learning Log aims to provide a self-assessment of your progress and to review the work that you have undertaken. Please feel free to supplement your