

Level 6 Hotel Placement – Weekly Journal Entry

Task: Maintain a weekly journal documenting your experiences, tasks performed, challenges faced, and lessons learned. Bullet points format is welcome. You must submit this document to the designated Turnitin link by [Friday, 15th November 2024] at 23:59pm.

Week 1				
Experiences/Tasks/Challenges/Lessons (outline hotel department)	Shift (Date/Time)	Student Signature	Hotel Mentor Signature	
HOUSEKEEPING • BEDROOM CLEANING AFTER PRIVATE HIRE • LAUNDRY	2/10/24 11:00 - 19:00			
FOOD AND BEVERAGE • AFTERNOON TEA in THE CONSERVATORY AT THE HALL	6/10/24 09:00 - 17:00			

APPENDIX 1

Week 2			
Experiences/Tasks/Challenges/Lessons (highlight hotel department)	Shift (Date/Time)	Student Signature	Hotel Mentor Signature
HOUSEKEEPING • CONSERVATORY CLEANING AND PREPARATION FOR NEXT GUESTS	9/10/24 10:00 - 18:00 10/10/24 09:00 - 14:00 11/10/24 09:00 - 14:00		
FOOD AND BEVERAGE • SERVED TEA AND COFFEE TO THE CUSTOMERS	12/10/24 09:00 - 14:00 13/10/24 14:00 - 18:00 14/10/24 10:00 - 14:00		

APPENDIX 1

Week 3			
Experiences/Tasks/Challenges/Lessons (highlight hotel department)	Shift (Date/Time)	Student Signature	Hotel Mentor Signature
HOUSEKEEPING - GENERAL DUTIES RECEPTION - LEARNED HOW TO CHECK IN AND CHECK OUT GUESTS	19/10/24 12:00 - 18:00		
FOOD AND BEVERAGE • SUNDAY LUNCH - HELPED THE STAFF ACCOMODATING AND SERVING THE GUESTS	20/10/24 11:30 - 16:30		

APPENDIX 1

Week 4				
Experiences/Tasks/Challenges/Lessons (highlight hotel department)	Shift (Date/Time)	Student Signature	Hotel Mentor Signature	
FOOD AND BEVERAGE • LEARNED TO MAKE DIFFERENT TYPES OF COFFEES FOR CUSTOMERS	26/10/24 11:00 - 19:00			
FOOD AND BEVERAGE • LEARNED TO CASH UP AT THE END OF THE SHIFT	27/10/24 09:00 - 18:00			

APPENDIX 1

Week 5				
Experiences/Tasks/Challenges/Lessons (highlight hotel department)	Shift (Date/Time)	Student Signature	Hotel Mentor Signature	
HOUSE KEEPING -HELPED PREPARING THE HALL FOR THE NEXT PRIVATE HIRE WITH THE THEME OF CHRISTMAS HOLIDAYS	2/11/24 11:00-19:00			
FOOD AND BEVERAGE • LODGE - HAS TABLE RESERVATION OF FAMILY OF 5	3/11/24 09:00-17:00			

APPENDIX 1

Week 6				
Experiences/Tasks/Challenges/Lessons (highlight hotel department)	Shift (Date/Time)	Student Signature	Hotel Mentor Signature	
HOUSEKEEPING - GENERAL DUTIES AND MAINTENANCE, PREPARING FOR NEXT GUESTS	9/11/24 13:30-21:30			
FOOD AND BEVERAGE • LODGE - SERVING, CASHING, HELPING STAFF WHEN NEEDED	10/11/24 08:00-16:00			