

APPENDIX 1

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
- I MET THE TEAM IN F&B - TOUR OF THE HOTEL - HAD A DISCUSSION WITH THE SHIFT MANAGER ABOUT MY RESPONSIBILITIES. - OBSERVED. - PARTICIPATED IN A MEETING WITH ALL THE DEPARTMENTS MANAGERS. THEY HAVE THIS MEETING EVERY MORNING. - HELPED WITH BREAKFAST AND LUNCH.	30.09.24. 9-14.00		
	01.10.2024 9-14.00		

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Week 2			
Experiences/Tasks/Challenges/Lessons (highlight hotel department)	Shift (Date/Time)	Student Signature	Hotel Mentor Signature
- I WAS IN F&B DEPARTMENT AGAIN. - HELPED WITH BREAKFAST AND LUNCH. - SETTING THE TABLES FOR DINNER - DOING CUTLERY, FOLDING NAPKINS.	07.10.24 3-17. ⁰⁰		
- SERVED CLIENTS FOR BREAKFAST. - CLEANING THE TABLES, SETTING TABLES FOR LUNCH. THAN SETTING TABLES FOR DINNER. - CUTLERY - NAPKINS.	08.10.24. 9-17. ⁰⁰		

Week 3				
Experiences/Tasks/Challenges/Lessons (highlight hotel department)	Shift (Date/Time)	Student Signature	Hotel Mentor Signature	
- HELPED WITH ROOM SERVICE - PARTICIPATED IN THE MEETING WITH THE GENERAL MANAGER AND ALL THE OTHERS MANAGED. IT WAS A PLEASURE TO SEE HOW NICE THEY COMMUNICATE AND RESOLVE ANY ISSUE. - REMAINED IN THE KITCHEN UNTIL 14:00. - ~~KITCHEN~~ KITCHEN AND RESTAURANT. * THEY HAD 2 RESTAURANTS AND I HELPED SERVING IN BOTH. - CUTLERY - NAPKINS (NOW I AM AN EXPERT :))	14.10.24 9-17:00			
	15.10.24 9-17:00			

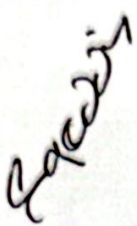
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Week 4			
Experiences/Tasks/Challenges/Lessons (highlight hotel department)	Shift (Date/Time)	Student Signature	Hotel Mentor Signature
- IN THE MORNING I HELPED IN THE RESTAURANT. - AT LUNCH I HELPED WITH ROOM SERVICE. - SETTING TABLES FOR DINNER - MOVED TO HR DEPT. FOR A FEW HOURS.	21.10.24 9-17 ⁰⁰		
- SPENT HALF OF THE DAY IN THE CONFERENCE ROOM (ONE OF THEM), SETTING THE TABLES FOR A BIG CONFERENCE. (I ENJOYED THIS AS IT WAS VERY QUIET) - THE REST OF THE DAY I WAS IN F&B.	22.10.24 9-17 ⁰⁰		

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Week 5			
Experiences/Tasks/Challenges/Lessons (highlight hotel department)	Shift (Date/Time)	Student Signature	Hotel Mentor Signature
- F&B IN THE MORNING - ROOM SERVICE - F&B UNTIL 14.00 - HR UNTIL 17.00	28.10.24 9-17.00		
- MOVED TO RECEPTION - OBSERVED AND GREETING CLIENTS - NOT MUCH TO DO, JUST OBSERVE - THEY EXPLAINED THE PROCESS OF CHECK-OUT, HOW THEY SOLVE DIFFERENT ~~SITU~~ ISSUES.	29.10.24 9-17.00		

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Week 6				
Experiences/Tasks/Challenges/Lessons (highlight hotel department)	Shift (Date/Time)	Student Signature	Hotel Mentor Signature	
- HELPED WITH BREAKFAST AS IT WAS VERY BUSY. - RECEPTION FOR THE REST OF THE DAY -	04. 11. 24 9-17 ⁰⁰			
- RECEPTION ALL DAY 'MOVE TO - NEXT WEEK I WILL MOVE TO HOUSE KEEPING BEST - I REALLY ENJOYED THIS OPPORTUNITY IT IS NICE TO BE INSIDE OF A HOTEL - THIS BIG AND BE PART OF THE TEAM.	05. 11. 24 9-17 ⁰⁰			