

Food and Beverage Operations (BMIH4002)
Student Placement Plan for Kitchen

This Student Placement Plan is devised to provide Operational Training and Practical Knowledge to successfully support your placement. You will engage in all mandatory tasks to ensure full completion by the end of the department rotation (Kitchen (3) Weeks & Food & Beverage (3) Weeks). Please ensure you always keep your Plan with you (as you would an Assignment) and your trainer signs off on all tasks upon their completion.

Student Name: LIVIU TOPALA	Department: Kitchen	Manager: GARETH HOPKINS JEN ROBERTS
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Welcome to the **Kitchen** section of your placement. You will be required to complete a **minimum of 16 hours per week**.

All students are scheduled into a weekly Kitchen Rota that is emailed to the Student, University and Property Mentor. You are required to attend all scheduled shifts and follow the attendance policy in the event you cannot attend a scheduled shift.

The Executive Chef/Supervisor will meet with you at the start of your rotation and discuss shift expectations during your Kitchen Placement.

For you to achieve the most out of the *Training & Knowledge* delivered to you on placement, engagement in the variety of shift patterns is mandatory and will allow you to achieve a greater understanding of the diversity of the Hotel Operation:

- Weekday/Weekend - Breakfast
- Weekday/Weekend - Dinner
- Weekday Conference & Banqueting
- Weekend Conference & Banqueting

Please organise appointments with the Executive Chef/Supervisors to discuss your Plan; Shifts & Rotas and additional training once all mandatory tasks are completed. It is your responsibility to ensure you are being scheduled according to the completion of tasks listed on your Plan, so please ensure you communicate with your supervisor and ensure you are receiving training on the task list.

Although the minimum requirement is 16 hours per week, this is a great opportunity to gain additional experience in this department. Speak to your supervisor to request additional hours and training on specific tasks you would like to explore further.

The Student Schedule with hours and shifts worked is detailed on Page 2. 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:

- 1) **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.
- 2) **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).

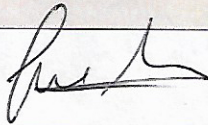
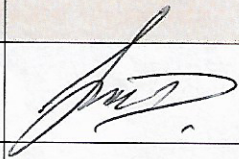
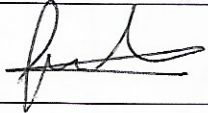
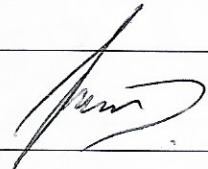
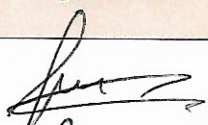
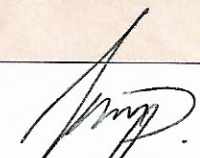
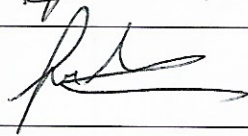
Upon completion of the Food & Beverage rotation, you will upload (1) Placement Plan for Kitchen (3 weeks), (1) Placement Plan for Food & Beverage (3 Weeks) and (1) Learning Log (750 words) into Turnitin.

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

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)	25th 10 2021 14:00 – 22:00		
Weekend ~~Breakfast~~ / Dinner (Circle)	NOT SCHEDULED		
Weekday Conference & Banqueting - Meeting or Event Name	26th 10 2021 14:00 – 22:00		
Weekend Conference & Banqueting - Meeting or Event Name	N/A		
Student Schedule Week Two	Include Dates Hours/Time Worked	Student Signature	Manager
Weekday Breakfast / ~~Dinner~~ (Circle)	1st 11 2021 ~~07:00~~ – 15:30		
Weekend Breakfast / Dinner (Circle)	7th 11 2021 14:00 – 22:00		
Weekday Conference & Banqueting - Meeting or Event Name	N/A		
Weekend Conference & Banqueting - Meeting or Event Name	N/A		

Student Schedule Week Three	Include Dates Hours/Time Worked	Student Signature	Manager
Weekday Breakfast / Dinner (Circle)			
Weekend Breakfast / Dinner (Circle)			
Weekday Conference & Banqueting - Meeting or Event Name			
Weekend Conference & Banqueting - Meeting or Event Name			

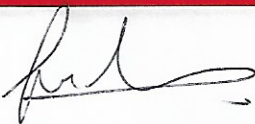
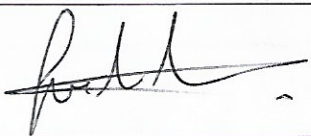
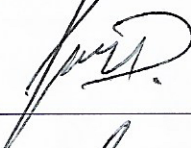
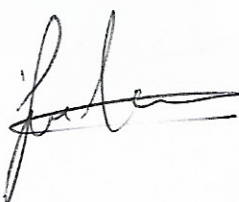
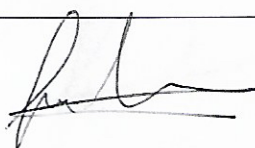
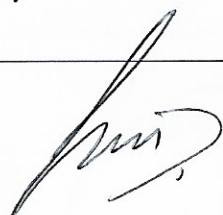
Kitchen Placement - Specific Training & Tasks

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.

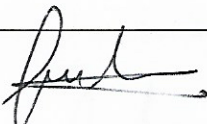
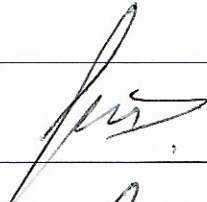
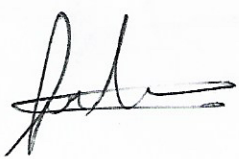
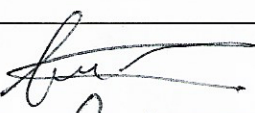
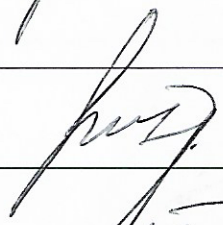
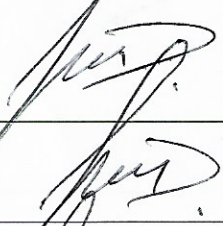
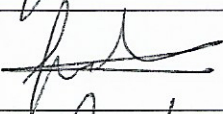
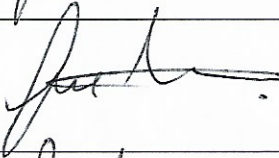
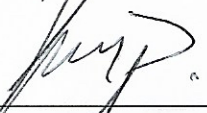
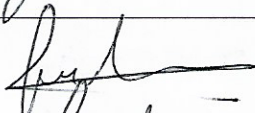
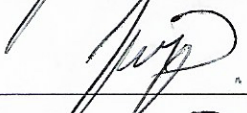
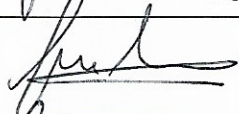
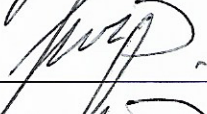
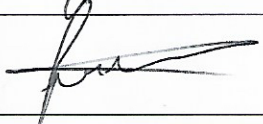
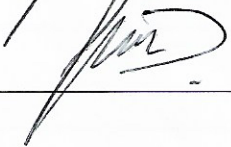
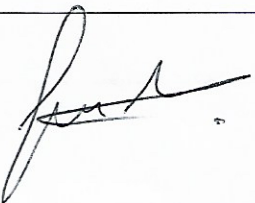
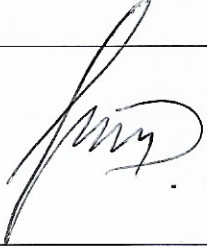
Red Zone Tasks – Introductory

Orange Zone Tasks – Intermediate

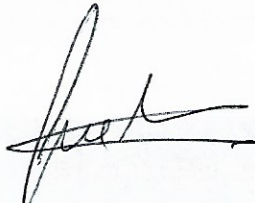
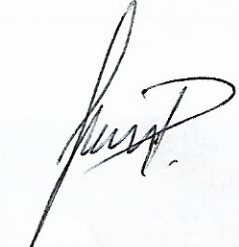
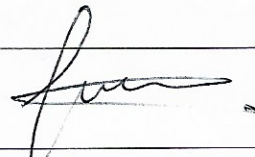
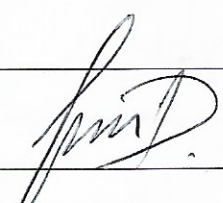
Green Zone Tasks – In-depth

Introductory	Date Completed	Student Signature	Supervisor Signature
Red Zone			
Introduction to Kitchen; Health & Safety	25/10/2021		
Great Food Safe Food Training	25/10/2021		
Kitchen Hierarchy - Roles & Responsibilities -Executive Chef -Sous Chef -Chef de Partie -Commis Chef -Kitchen Porter	25/10/2021		
Orientation for all Operational Areas i.e.: Kitchen Line Kitchen Larder	26/10/2021		

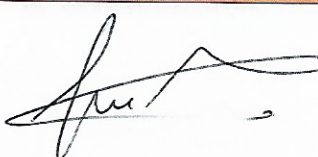
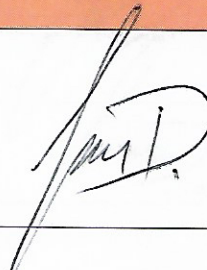
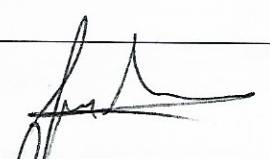
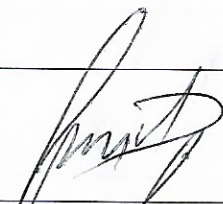
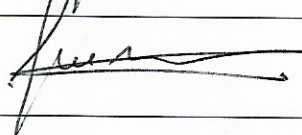
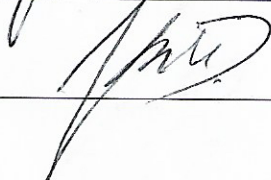
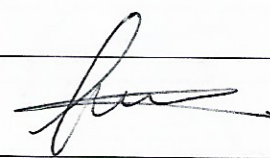


Room Service Banqueting	26/10/2021		
Orientation for all BOH areas i.e.: Receiving Dry Storage Chemicals & Dishwash Area	25/10/2021		
Uniform; Shoes & Gloves	7/11/2021		
Cutting Board & Colour Training	7/11/2021		
Recycling & Trash Removal	25/10/2021		
Fridge Prep / First in First Out (FIFO)	7/11/2021		
How to Clean Down Training	25/10/2021		
Training: AM Checklist	04/11/2021		
Training: PM Checklist	25/10/2021		
Use Records & Brand Standards training	NOT PROVIDED		
Explain/Train Quarterly Brand Food Promotions Inclusive of Valentine's; Mother's Day; Father's Day; Kids Eat Free; 2/3 Course Menu offerings	8/11/2021		
Menu Specs Training: Overview Dieters Presentation Taste Panel	8/11/2021		

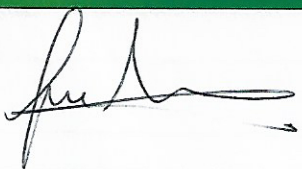
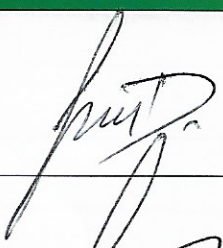
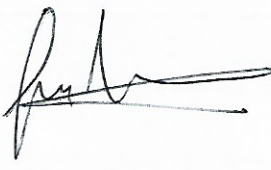
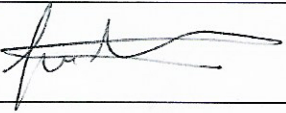
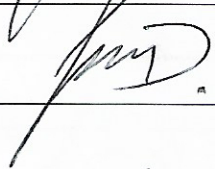
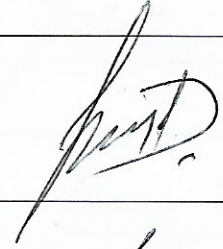
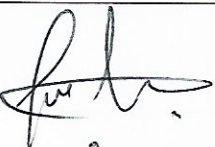
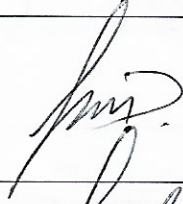
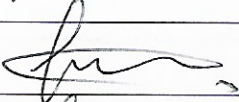
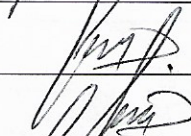
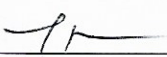
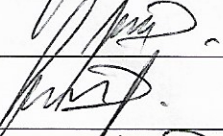
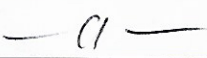
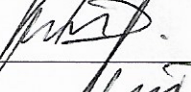
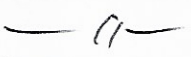
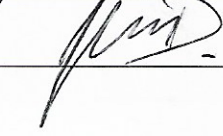


Food Safety Logs Training: -Fridge Temperatures -Holding -Buffet -Railroad Cleaning Log -All 'A' Logs	8/11/2021		
Brand Standard for Food Service i.e.: - Check Time for Starters; Mains & Desserts -Define Mains Away	8/11/2021		
Larder Section to include section Open/Closing Procedures			
Prep AM Food Service	01.11.2021		
Tickets; Printers and Communication			
Eggs – Cooking Procedures			
Brand Standard Omelette Station			
Introduction to Banqueting – Inclusive of Banquet Event Order (BEO) Training			
Explanation: C&B Plated Service Standard Formal Types of Events			
Explanation: C&B Buffet Service Standard			



Casual Types of Events			
Scullery – Cleaning Procedures			
Dry Goods			
Wet Goods			
Canteen Preparation			
Intermediate	Date Completed	Student Signature	Supervisor Signature
Orange Zone			
Demonstrate Preparation of: (1) Sandwich (1) Salad (1) Dessert	8/11/2021		
Kitchen Line Training – Prep and Operation	NOT PROVIDED		
Allergens & Intolerances Training	7/11/2021		
Soup of the Day Training	8/11/2021		
Food Specials Training			
Knife Safety	N/A		
Dishwasher Operation Training including Brand Standard Temperatures	NOT PROVIDED		
Pot Wash Training	NO STAFF		
Dinner Service Prep Training /	25.10.2021		



Produce (1) Arrival Treat for Loyalty Member			
In-Depth	Date Completed	Student Signature	Supervisor Signature
Green Zone			
Demonstrate a Room Service Order to Brand Standard	1 / 11 / 2021		
Prep Training for Banqueting Event / Allergens & Intolerances	7 / 11 / 2021		
Plating Up procedures	11 / 11 / 2021		
Taste Panel Training			
Demonstrate Knowledge of Cutting Boards and Colours	7 / 11 / 2021		
Demonstrate Knowledge of the A Logs, Railroad Logs and Fridge Temperatures & Process	25.10.2021		
Demonstrate Knowledge of Internal Cooking Temperatures	7 / 11 / 2021		
Demonstrate all the below:	2 / 11 / 2021		
Allergens			
Intolerances			
Gluten Free			



Vegetarian	-11-	<i>[Signature]</i>	<i>[Signature]</i>
Vegan	-11-	<i>[Signature]</i>	<i>[Signature]</i>
Takeaway Procedures			<i>[Signature]</i>
Cross Contamination	-11-	<i>[Signature]</i>	<i>[Signature]</i>
FIFO	-11-		<i>[Signature]</i>
Check Average Brand Standard	NOT APPLICABLE		
Grilling Service	N/A		
Sauce Service	N/A		
Larder Service	N/A		
Buffet Service	N/A		
Line Service	N/A		
C&B Service	N/A		
Stock Incoming Delivery	-11-	<i>[Signature]</i>	<i>[Signature]</i>
Knife Safety	N/A		
Chemical Safety	N/A		
Uniform & Gloves	-11-	<i>[Signature]</i>	<i>[Signature]</i>
Grooming	-11-	<i>[Signature]</i>	<i>[Signature]</i>
Jewellery	-11-	<i>[Signature]</i>	<i>[Signature]</i>
Food Hygiene Rating	N/A		
Handwashing only sinks	N/A		

Comments:

