

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 (2 weeks), (1) Placement Plan for Food & Beverage (2 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 Food and Beverage Rotation

- Mandatory (2) Weeks
- Minimum (16) Hours per Week
- Inclusive of a Variety of Shift Patterns

To be completed Weekly by Student and Food & Beverage Manager/Supervisor/Trainer

Student Schedule	Include Dates	Student	Trainer
Week One	Time/Hours Worked	Signature	
Weekday Breakfast / Dinner (Circle)	Mon 11/10 (15-23)	Md. Jaleel 19/10/21	[Signature]
Weekend Breakfast / Dinner (Circle)	Sun 17/10 (14-22)	Md. Jaleel 19/10/21	[Signature]
Weekday Conference & Banqueting Meeting or Event Name			
Weekend Conference & Banqueting Meeting or Event Name			
Student Schedule	Include Dates	Student	Trainer
Week Two	Hours/Time Worked	Signature	
Weekday Breakfast / Dinner (Circle)	Mon 18/10 (18-4)	Md. Jaleel 19/10/21	[Signature]
Weekend Breakfast / Dinner (Circle)	Sun 24/10 (15-23)	Md. Jaleel 19/10/21	[Signature]
Weekday Conference & Banqueting Meeting or Event Name			
Weekend Conference & Banqueting Meeting or Event Name			

2

Food & Beverage 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 F&B Rooms; Names etc; Property Tour	11/10/21	Md. Jaleel 19/10/21	[Signature]
Introduction to Storage Areas; Sill Areas	11/10/21	Md. Jaleel 19/10/21	[Signature]
Explanation: Conferences	11/10/21	Md. Jaleel 19/10/21	[Signature]
Explanation: Weddings	24/10/21	Md. Jaleel 19/10/21 (not enough time)	[Signature]
Explanation: Social Events	24/10/21	Md. Jaleel 19/10/21 (not enough time)	[Signature]
Tea / Coffee Service Brand Standard Outlet & C&B	24/10/21	Md. Jaleel 19/10/21	[Signature]
Training: AM Checklist	18/10/21	Md. Jaleel 19/10/21	[Signature]
Training: PM Checklist	17/10/21	Md. Jaleel 19/10/21	[Signature]
Training: Refreshing a Conference Room	24/10/21	Md. Jaleel 19/10/21	[Signature]
Conference Room Layout: Boardroom	24/10/21	Md. Jaleel 19/10/21	[Signature]

3

Cabinet			
Classroom	18.10.21	md. Jacein 191m	
Theatre	18.10.2021	md. Jacein 191m	
Brand Standard for Service:	17/10/21	md. Jacein 191m	
- Greeting & Serving a Table			
- Presenting Bill			
- Making Personal Connections			
Training: Raising a Table & Clean as you go	17/10/21	md. Jacein 191m	
Introduction to C&B AV			
- PA System			
- Connect			
- Microphones			
- Internet Bandwidth			
- Broad Standard			
Explanation: Read Jacein & Training of HSA App (if applicable)	18.10.2021	md. Jacein 191m	
Explanation: Read Jacein & Training of HSA App (if applicable)	24/10/21	md. Jacein 191m	
Explanation: Read Jacein & Training of HSA App (if applicable)	24/10/21	md. Jacein 191m	

4

Restaurant Host Standard			
- Phone			
- Reservation Book			
Training: Table Set up & Sequence	18.10.2021	md. Jacein 191m	
- Table Numbers			
- Menu			
- Standard			
- Salt & Pepper			
- Sugar Caddy			
- Cleanliness			
Training: Restaurant Set-up	17/10/21	md. Jacein 191m	
- Breakfast & Dinner			
Training: Service Preparation	18.10.2021	md. Jacein 191m	
Training: Service Sequence	17/10/21	md. Jacein 191m	
Restaurant Menu Training	18.10.2021		
C&B Menu Training	18.10.2021	md. Jacein 191m	
Allergen Training	17/10/21	md. Jacein 191m	
Explanation: Website Restaurant Sales & Marketing Integration with Hotel Website (if applicable)	24/10/21	md. Jacein 191m	
TIPS Training	18.10.2021		

5



How a Port	24.10.21	md. Talcin hlam	
Change Reg	24.10.21	md. Talcin hlam	
Intermediate	Date Completed	Student Signature	Supervisor Signature
Training: Upselling Techniques	24.10.21	md. Talcin hlam	
Upsell (1) Daily Special	00 n ^o		
Upsell (1) Side Order	12/10/21	md. Talcin hlam	
Upsell (1) Dessert	12/10/21	md. Talcin hlam	
Upsell (1) Beverage Promotion of the Month	12/10/21	md. Talcin hlam	
Connect to PA System	18.10.21	md. Talcin hlam	
Connect to Base System	18.10.21	md. Talcin hlam	
Answer the telephone correctly	18.10.21	md. Talcin hlam	
Explain Food Jacket & Purpose	18.10.2021	md. Talcin hlam	
Guest OSB Attendee	18.10.2021	md. Talcin hlam	
Produce (1) (Explain Service Weddings & Dinner)	18.10.2021	md. Talcin hlam	
Explain Service Weddings & Dinner	24.10.21	md. Talcin hlam	
Take (1) Restaurant Booking	18.10.2021	md. Talcin hlam	

Training: Morning Bar Set-up	18.10.2021	md. Talcin hlam	
Training: Paddy & Scott's -Coffee Culture -Confectionary	24.10.21	md. Talcin hlam	
Coffee Machine Training	18.10.2021	md. Talcin hlam	
Coffee Beverage Training	18.10.2021	md. Talcin hlam	
Micros: Enter Coffee Purchase	18.10.2021	md. Talcin hlam	
Micros: Enter Lunch/Dinner Purchase	18.10.2021	md. Talcin hlam	
Micros: Enter Room Service Order	18.10.2021	md. Talcin hlam	
Training: Wine Menu and Wine Pairing	24.10.21	md. Talcin hlam	
Demonstrate Wine Knowledge -Red -White -How to Upsell Wine	24.10.21	md. Talcin hlam	
Serve a Table -Drinks -Food	18.10.2021	md. Talcin hlam	
Training: Bar Stock Rotation	18.10.2021	md. Talcin hlam	
Demonstrate understanding of Bar Stock Rotation	18.10.2021	md. Talcin hlam	



