

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: MD SAIFUL ISLAM	Department: Kitchen	Manager: ALEX CHRIS
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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 / <u>Dinner</u> (Circle)	03-11-2021 (2.30pm - 11pm)	MD. Saifur Islam	A
Weekend <u>Breakfast</u> / Dinner (Circle)	31-10-2021 (7am - 3.30pm)	MD. Saifur Islam	A
Weekday Conference & Banqueting - Meeting or Event Name			
Weekend Conference & Banqueting - Meeting or Event Name			
Student Schedule Week Two	Include Dates Hours/Time Worked	Student Signature	Manager
Weekday Breakfast / Dinner (Circle)			
Weekend <u>Breakfast</u> / Dinner (Circle)	07-11-2021 (7am - 3.30pm)	MD. Saifur Islam	A
Weekday Conference & Banqueting - Meeting or Event Name	10-11-2021 (8am - 5pm)	MD. Saifur Islam	A
Weekend Conference & Banqueting - Meeting or Event Name			



Student Schedule Week Three	Include Dates Hours/Time Worked	Student Signature	Manager
Weekday <u>Breakfast</u> Dinner (Circle)	14-11-2021 (6am - 2.30pm)	MD. Saifur Islam	
Weekend Breakfast <u>Dinner</u> (Circle)	15-11-2021 (1.30pm - 10pm)	MD. Saifur Islam	
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

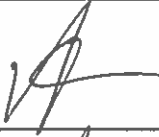
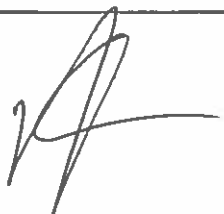
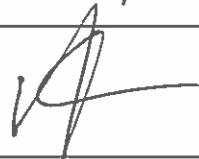
Green Zone Tasks – In-depth

Introductory	Date Completed	Student Signature	Supervisor Signature
Red Zone			
Introduction to Kitchen; Health & Safety	31-10-2021	MD. Saifur Islam	
Great Food Safe Food Training	31-10-2021	MD. Saifur Islam	
Kitchen Hierarchy - Roles & Responsibilities -Executive Chef -Sous Chef -Chef de Partie -Commis Chef -Kitchen Porter	31-10-2021	MD. Saifur Islam	
Orientation for all Operational Areas i.e.: Kitchen Line Kitchen Larder	31-10-2021	MD. Saifur Islam	



Room Service Banqueting	10-11-2021	MD. Saifur Rahman	✓
Orientation for all BOH areas i.e.: Receiving Dry Storage Chemicals & Dishwash Area	31-10-2021	MD. Saifur Rahman	✓
Uniform; Shoes & Gloves	31-10-2021	MD. Saifur Rahman	✓
Cutting Board & Colour Training	31-10-2021	MD. Saifur Rahman	✓
Recycling & Trash Removal	31-10-2021	MD. Saifur Rahman	✓
Fridge Prep / First in First Out (FIFO)	31-10-2021	MD. Saifur Rahman	✓
How to Clean Down Training	03-11-2021	MD. Saifur Rahman	✓
Training: AM Checklist	31-10-2021	MD. Saifur Rahman	✓
Training: PM Checklist	03-11-2021	MD. Saifur Rahman	✓
Use Records & Brand Standards training	03-11-2021	MD. Saifur Rahman	✓
Explain/Train Quarterly Brand Food Promotions Inclusive of Valentine's; Mother's Day; Father's Day; Kids Eat Free; 2/3 Course Menu offerings	07-11-2021	MD. Saifur Rahman	✓
Menu Specs Training: Overview Dietaries Presentation Taste Panel	07-11-2021	MD. Saifur Rahman	✓

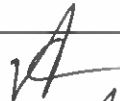


Food Safety Logs Training: -Fridge Temperatures -Holding -Buffet -Railroad Cleaning Log -All 'A' Logs	03-11-2021	Md. Saifur Rahman	
Brand Standard for Food Service i.e.: - Check Time for Starters; Mains & Desserts -Define Mains Away	03-11-2021	Md. Saifur Rahman	
Larder Section to include section Open/Closing Procedures	31-10-2021 03-11-2021	Md. Saifur Rahman	
Prep AM Food Service	31-10-2021	Md. Saifur Rahman	
Tickets; Printers and Communication	03-11-2021	Md. Saifur Rahman	
Eggs – Cooking Procedures	31-10-2021	Md. Saifur Rahman	
Brand Standard Omelette Station	31-10-2021	Md. Saifur Rahman	
Introduction to Banqueting – Inclusive of Banquet Event Order (BEO) Training	10-4-2021	Md. Saifur Rahman	
Explanation: C&B Plated Service Standard Formal Types of Events	03-11-2021	Md. Saifur Rahman	
Explanation: C&B Buffet Service Standard	10-11-2021	Md. Saifur Rahman	



Casual Types of Events	16-11-2021	Md. Saiful Islam	
Scullery – Cleaning Procedures	07-11-2021	Md. Saiful Islam	
Dry Goods	07-11-2021	Md. Saiful Islam	
Wet Goods	07-11-2021	Md. Saiful Islam	
Canteen Preparation	31-10-2021	Md. Saiful Islam	
Intermediate	Date Completed	Student Signature	Supervisor Signature
Demonstrate Preparation of: (1) Sandwich (1) Salad (1) Dessert	07-11-2021	Md. Saiful Islam	
Kitchen Line Training – Prep and Operation	07-11-2021	Md. Saiful Islam	
Allergens & Intolerances Training	07-11-2021	Md. Saiful Islam	
Soup of the Day Training	07-11-2021	Md. Saiful Islam	
Food Specials Training	07-11-2021	Md. Saiful Islam	
Knife Safety	07-11-2021	Md. Saiful Islam	
Dishwasher Operation Training including Brand Standard Temperatures Pot Wash Training	07-11-2021	Md. Saiful Islam	
Dinner Service Prep Training /	07-11-2021	Md. Saiful Islam	



Produce (1) Arrival Treat for Loyalty Member	10-11-2021	Md. Saiful Islam	
In-Depth	Date Completed	Student Signature	Supervisor Signature
Green Zone			
Demonstrate a Room Service Order to Brand Standard	15-11-2021	Md. Saiful Islam	
Prep Training for Banqueting Event / Allergens & Intolerances	10-11-2021	Md. Saiful Islam	
Plating Up procedures	15-11-2021	Md. Saiful Islam	
Taste Panel Training	15-11-2021	Md. Saiful Islam	
Demonstrate Knowledge of Gutting Boards and Colours	14-11-2021	Md. Saiful Islam	
Demonstrate Knowledge of the A Logs, Railroad Logs and Fridge Temperatures & Process	14-11-2021	Md. Saiful Islam	
Demonstrate Knowledge of Internal Cooking Temperatures	14-11-2021	Md. Saiful Islam	
Demonstrate all the below:			
Allergens	14-11-2021	Md. Saiful Islam	
Intolerances	14-11-2021	Md. Saiful Islam	
Gluten Free	15-11-2021	Md. Saiful Islam	



Vegetarian	15-11-2021	MD. Saifur Islam	A
Vegan	15-11-2021	MD. Saifur Islam	A
Takeaway Procedures	14-11-2021	MD. Saifur Islam	A
Cross Contamination	15-11-2021	MD. Saifur Islam	A
FIFO	14-11-2021	MD. Saifur Islam	A
Check Average Brand Standard	14-11-2021	MD. Saifur Islam	A
Grilling Service	15-11-2021	MD. Saifur Islam	A
Sauce Service	15-11-2021	MD. Saifur Islam	A
Larder Service	15-11-2021	MD. Saifur Islam	A
Buffet Service	14-11-2021	MD. Saifur Islam	A
Line Service	14-11-2021	MD. Saifur Islam	A
C&B Service	15-11-2021	MD. Saifur Islam	A
Stock Incoming Delivery	14-11-2021	MD. Saifur Islam	A
Knife Safety	14-11-2021	MD. Saifur Islam	A
Chemical Safety	14-11-2021	MD. Saifur Islam	A
Uniform & Gloves	31-10-2021	MD. Saifur Islam	A
Grooming	31-10-2021	MD. Saifur Islam	A
Jewellery	31-10-2021	MD. Saifur Islam	A
Food Hygiene Rating	07-11-2021	MD. Saifur Islam	A
Handwashing only sinks	31-10-2021	MD. Saifur Islam	A

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 Learning Logs and include in the appendix, information which you feel will enhance the record of your achievements on placement e.g. photographs, information about events that you attended (e.g. menus you helped create for a meeting or conference).

2. During placement students should highlight one management issue or problem that the organisation has experienced. This may be an operational issue they have been involved in or an issue they have seen management experience. The student should consider the issue and put forward possible solutions based upon practical considerations and wherever possible utilise theories to reinforce their discussions. As a result they should put forward actionable solutions. Problems may focus on issues of performance, management, guest services, marketing, people management, culture, communication, teamwork, etc.

3. Applied evidence of developing the following key skills criteria:

- Self management and development
- Task management
- Applying initiative in workplace problems
- Communication
- Application of knowledge

Assessment Criteria

Students will be assessed upon their ability to critically evaluate their personal performance and development as well as their reflective analysis of the overall learning experience, outcome achievements, key skills development, application of theory in practice, identification of lost opportunities and future career development/skills application.

This record should not be descriptive in nature but reflective, analytical and critical.





Prifysgol Cymru
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University of Wales
Trinity Saint David

Level 4 - Learning Log
Kitchen and Food & Beverage
(750 Words)

Student Name:

Student Number:



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University of Wales
Trinity Saint David

Appendix:

