

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 (2) Weeks & Food & Beverage (2) 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: ALEXANDRA GABRIELA ATOJANEI	Department: Kitchen	Manager: EVA MARTINEZ
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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 (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 Kitchen Rotation

- Mandatory (2) 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 <u>Breakfast</u> / Dinner (Circle)	08:00 am to 12:00pm 8.11.2021	Atifame	EMT
Weekend Breakfast / <u>Dinner</u> (Circle)	16:00pm to 22:00pm 9.11.2021	Atifame	EMT
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 / <u>Dinner</u> (Circle)	16:00 pm to 22:00pm 15.11.2021	Atifame	EMT
Weekend <u>Breakfast</u> / Dinner (Circle)	08:00am to 16:00 pm 16.11.2021	Atifame	EMT
Weekday Conference & Banqueting - Meeting or Event Name	08:00 am to 12:00 pm 17.11.2021	Atifame	EMT
Weekend Conference & Banqueting - Meeting or Event Name	08:00 am to 12:00pm 26.11.2021	Atifame	EMT



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	8.11.2021	Alex	EMT
Great Food Safe Food Training	16.11.2021	Alex	EMT.
Kitchen Hierarchy - Roles & Responsibilities -Executive Chef -Sous Chef -Chef de Partie -Commis Chef -Kitchen Porter	16.11.2021	Alex	EMT.
Orientation for all Operational Areas i.e.: Kitchen Line Kitchen Larder Room Service Banqueting	16.11.2021	Alex	EMT
Orientation for all BOH areas i.e.: Receiving Dry Storage Chemicals & Dishwash Area	16.11.2021	Alex	EMT
Uniform; Shoes & Gloves	8.11.2021	Alex	EMT



Setting Board & Colour Training	9.11.2021	Atef	BMT
Recycling & Trash Removal	16.11.2021	Atef	BMT
Fridge Prep / First in First Out (FIFO)	8.11.2021	Atef	BMT
How to Clean Down Training	9.11.2021	Atef	BMT
Training: AM Checklist	16.11.2021	Atef	BMT
Training: PM Checklist	15.11.2021	Atef	BMT
Use Records & Brand Standards training	16.11.2021	Atef	BMT
Explain/Train Quarterly Brand Food Promotions Inclusive of Valentine's; Mother's Day; Father's Day; Kids Eat Free; 2/3 Course Menu offerings	16.11.2021	Atef	BMT
Menu Specs Training: Overview Dieters Presentation Taste Panel	16.11.2021	Atef	BMT
Food Safety Logs Training: -Fridge Temperatures -Holding -Buffet -Railroad Cleaning Log -All 'A' Logs	16.11.2021	Atef	BMT
Brand Standard for Food Service i.e.:	16.11.2021	Atef	BMT

Check Time for Starters; Mains & Desserts - Define Mains Away	16.11.2021	Atofan	Emt
Larder Section to include section Open/Closing Procedures	16.11.2021	Atofan	Emt
Prep AM Food Service	8.11.2021	Atofan	Emt
Tickets; Printers and Communication	16.11.2021	Atofan	Emt
Eggs - Cooking Procedures	8.11.2021	Atofan	Emt
Brand Standard Omelette Station	8.11.2021	Atofan	Emt
Introduction to Banqueting - Inclusive of Banquet Event Order (BEO) Training	17.11.2021	Atofan	Emt
Explanation: C&B Plated Service Standard Formal Types of Events	16.11.2021	Atofan	Emt
Explanation: C&B Buffet Service Standard Casual Types of Events	16.11.2021	Atofan	Emt
Scullery - Cleaning Procedures	8.11.2021	Atofan	Emt
Dry Goods	16.11.2021	Atofan	Emt
Wet Goods	8.11.2021	Atofan	Emt
Canteen Preparation	closed at the moment	Atofan	Emt



Intermediate	Date Completed	Student Signature	Supervisor Signature
Orange Zone			
Demonstrate Preparation of: (1) Sandwich (1) Salad (1) Dessert	15.11.2021	Atofaiz	Emt
Kitchen Line Training – Prep and Operation	8.11.2021	Atofaiz	Emt
Allergens & Intolerances Training	16.11.2021	Atofaiz	Emt
Soup of the Day Training	15.11.2021	Atofaiz	Emt
Food Specials Training	15.11.2021	Atofaiz	Emt
Knife Safety	15.11.2021	Atofaiz	Emt
Dishwasher Operation Training including Brand Standard Temperatures	16.11.2021	Atofaiz	Emt
Pot Wash Training			
Dinner Service Prep Training /	15.11.2021	Atofaiz	Emt
Produce (1) Arrival Treat for Loyalty Member	16.11.2021	Atofaiz	Emt
In-Depth	Date Completed	Student Signature	Supervisor Signature
Green Zone			
Demonstrate a Room Service	15.11.2021	Atofaiz	Emt



Order to Brand Standard	15.11.2021	Alog	EMT
Prep Training for Banqueting Event / Allergens & Intolerances	16.11.2021	Alog	EMT
Plating Up procedures	15.11.2021	Alog	EMT
Taste Panel Training	15.11.2021	Alog	EMT
Demonstrate Knowledge of Cutting Boards and Colours	8.11.2021	Alog	EMT
Demonstrate Knowledge of the A Logs, Railroad Logs and Fridge Temperatures & Process	16.11.2021	Alog	EMT
Demonstrate Knowledge of Internal Cooking Temperatures	16.11.2021	Alog	EMT
Demonstrate all the below:	16.11.2021	Alog	EMT
Allergens	16.11.2021	Alog	EMT
Intolerances	16.11.2021	Alog	EMT
Gluten Free	16.11.2021	Alog	EMT
Vegetarian	16.11.2021	Alog	EMT
Vegan	16.11.2021	Alog	EMT
Takeaway Procedures	15.11.2021	Alog	EMT
Cross Contamination	16.11.2021	Alog	EMT
FIFO	16.11.2021	Alog	EMT
Check Average Brand Standard	16.11.2021	Alog	EMT
Grilling Service	15.11.2021	Alog	EMT



Sauce Service	16.11.2021	A. Jones	BMT
Larder Service	16.11.2021	A. Jones	EMT
Buffet Service	17.11.2021	A. Jones	BMT
Line Service	16.11.2021	A. Jones	EMT
C&B Service	16.11.2021	A. Jones	BMT
Stock Incoming Delivery	8.11.2021	A. Jones	BMT
Knife Safety	8.11.2021	A. Jones	EMT
Chemical Safety	16.11.2021	A. Jones	EMT
Uniform & Gloves	8.11.2021	A. Jones	BMT
Grooming	8.11.2021	A. Jones	EMT
Jewellery	8.11.2021	A. Jones	EMT
Food Hygiene Rating	16.11.2021	A. Jones	EMT
Handwashing only sinks	8.11.2021	A. Jones	EMT

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

