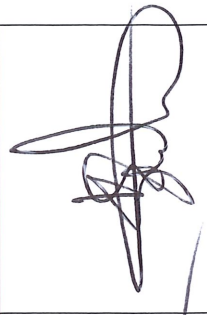


Level 6 Hotel Placement – Weekly Journal Entry

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	
Kitchen Shift: - set up breakfast - assist customers - clean tables - wash dishes / polish cutlery	24.09.24 07:00 - 15:00 28.09.2024 07:00 - 15:00			
- prepare salads for PM shift - clean kitchen. I have learnt about team work, time management, task distribution				

Week 2				
Experiences/Tasks/Challenges/Lessons (highlight hotel department)	Shift (Date/Time)	Student Signature	Hotel Mentor Signature	
Housekeeping department - tidy up housekeeping storage - refill supplies - check corridors - check stay over / departure rooms	30.09.24 15:00 - 23:00 01.10.2024 15:00 - 23:00			
- removed rubbish - Assisted reception and kitchen dept. with guest requirements. For this job, we require organisational skills, prioritizing skills, communication skills				

Week 3

APPENDIX 1

Experiences/Tasks/Challenges/Lessons (highlight hotel department)	Shift (Date/Time)	Student Signature	Hotel Mentor Signature
Reinstate department. - carry out fire walk and check all fire points and fire doors & extinguishers - carry out PPMs - check elevators & electric doors - replace light bulbs - replace batteries For this job I require multitasking, organizational skills, & knowledge	7.10.2024 04:00 - 15:00 8.10.2024 07:00 - 15:00		

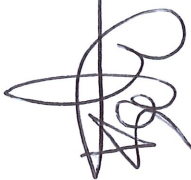
Week 4

APPENDIX 1

Experiences/Tasks/Challenges/Lessons (highlight hotel department)	Shift (Date/Time)	Student Signature	Hotel Mentor Signature
- Front desk - greeting guests - Managing bookings - checking guests in/out - deal with payments - handling special requests - ~~the~~ keeping the front desk area clean and organised - Managing car park entries & payments For this task i used communication skills, time management, good attitude, IT skills, organised and to work well under pressure.	19.10.2024 07:00 - 15:00 20.10.2024 15:00 - 23:00		

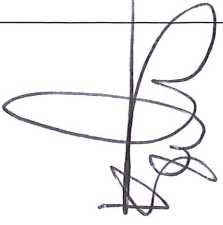
Week 5

APPENDIX 1

Experiences/Tasks/Challenges/Lessons (highlight hotel department)	Shift (Date/Time)	Student Signature	Hotel Mentor Signature
Bar - check beverage & coffee tea stock and replenish - clean the bar - tidy the areas around - serve guests	21.10.2024 04:00-15:00		
- coordinate guest queries - serve guests - handle payments Good communication skills and a positive approach, IT skills, multitasking.	22.10.2024 15:00-23:00		

Week 6

APPENDIX 1

Experiences/Tasks/Challenges/Lessons (highlight hotel department)	Shift (Date/Time)	Student Signature	Hotel Mentor Signature
- kitchen - - Breakfast set up - refilling stock - handling guest queries - clearing tables	28.10.2024 07:00-15:00 29.10.2024		
- cooking on request - coordinating lunches and preparing sandwiches - taking orders for food - room service	15:00-23:00		