

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: MD JAHERUL ISLAM	Department: Kitchen	Manager: LYDIA / Sandy / JEO
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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 Breakfast / Dinner (Circle)	Mon 25/10 (8-4)	Md. Jaleel Islam	
Weekend Breakfast / Dinner (Circle)	Tues 25/10 (8-4)	Md. Jaleel Islam	
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)	Mon 1/11 (2:30 - 10:30)	Md. Jaleel Islam	
Weekend Breakfast / Dinner (Circle)	Sun 31/10 (2-10)	Md. Jaleel Islam	
Weekday Conference & Banqueting - Meeting or Event Name			
Weekend Conference & Banqueting - Meeting or Event Name			



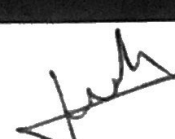
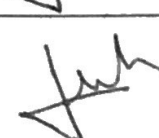
Kitchen Placement - Specific Training & Tasks

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.

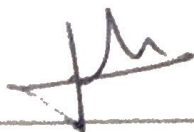
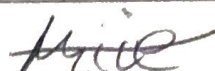
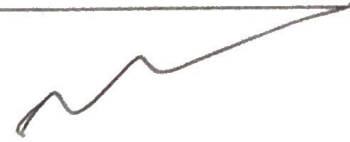
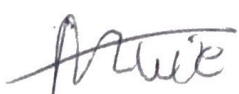
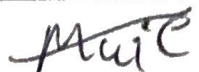
Red Zone Tasks – Introductory

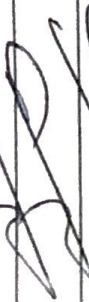
Orange Zone Tasks – Intermediate

Green Zone Tasks – In-depth

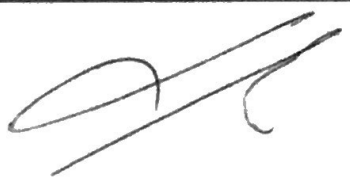
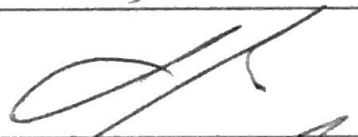
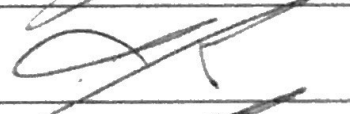
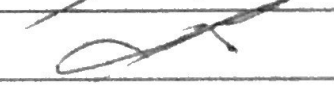
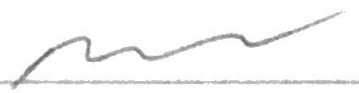
Introductory	Date Completed	Student Signature	Supervisor Signature
Red Zone			
Introduction to Kitchen; Health & Safety	25/10/21	Md. Jakir Islam.	
Great Food Safe Food Training	25/10/21	Md. Jakir Islam.	
Kitchen Hierarchy - Roles & Responsibilities -Executive Chef - JFG -Sous Chef - Jonathan -Chef de Partie - NICK -Commis Chef - ALVIN -Kitchen Porter - MARK.	25/10/21	Md. Jakir Islam.	
Orientation for all Operational Areas i.e.: Kitchen Line Kitchen Larder Room Service Banqueting	31/10/21	Md. Jakir Islam	
Orientation for all BOH areas i.e.: Receiving Dry Storage Chemicals & Dishwash Area	31/10/21	Md. Jakir Islam	
Uniform; Shoes & Gloves	1/10/21	Md. Jakir Islam	

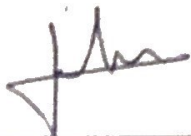
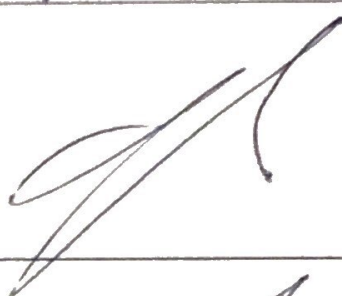
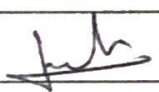
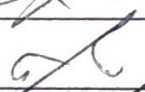
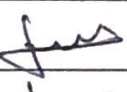
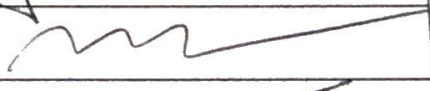
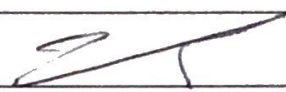


Cutting Board & Colour Training	25/10/21	md. Jakiir Islam.	
Recycling & Trash Removal	31/10/21	md. Jakiir Islam.	
Fridge Prep / First In First Out (FIFO)	25/10/21	md. Jakiir Islam.	
How to Clean Down Training			
Training: AM Checklist	25/10/21	md. Jakiir Islam.	
Training: PM Checklist	28/10/21	md. Jakiir Islam	
Use Records & Brand Standards training	1/11/21	md. Jakiir Islam	
Explain/Train Quarterly Brand Food Promotions Inclusive of Valentine's; Mother's Day; Father's Day; Kids Eat Free; 2/3 Course Menu offerings	1/11/21	md. Jakiir Islam (NOT Enough Time)	
Menu Specs Training: Overview Dietaries Presentation Taste Panel	28/10/21	md. Jakiir Islam	
Food Safety Logs Training: -Fridge Temperatures -Holding -Buffet -Railroad Cleaning Log -All 'A' Logs	25/10/21	md. Jakiir Islam.	
Brand Standard for Food Service i.e.:	28/10/21	md. Jakiir Islam.	

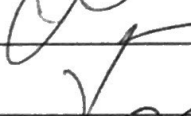
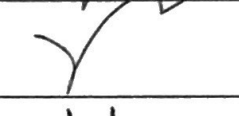
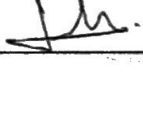
Check Time for Starters; Mains & Desserts - Define Mains Away	1/11/21	md. Taking 1.15pm	
Larder Section to include section Open/Closing Procedures	1/11/21	md. Taking 1.15pm	
Prep AM Food Service	31/10/21	md. Taking 1.15pm	
Tickets; Printers and Communication	31/10/21	md. Taking 1.15pm	
Eggs - Cooking Procedures	31/10/21	md. Taking 1.15pm	
Brand Standard Omelette Station	31/10/21	md. Taking 1.15pm	
Introduction to Banqueting - Inclusive of Banquet Event Order (BEO) Training	1/11/21	md. Taking 1.15pm (DO NOT ENOUGH TIME)	
Explanation: C&B Plated Service Standard Formal Types of Events	1/11/21	md. Taking 1.15pm (DO NOT ENOUGH TIME)	
Explanation: C&B Buffet Service Standard Casual Types of Events	1/11/21	md. Taking 1.15pm (DO NOT ENOUGH TIME)	
Sculley - Cleaning Procedures	1/11/21	md. Taking 1.15pm	
Dry Goods	31/10/21	md. Taking 1.15pm	
Wet Goods	31/10/21	md. Taking 1.15pm	
Canteen Preparation	31/10/21	md. Taking 1.15pm	



Intermediate	Date Completed	Student Signature	Supervisor Signature
Demonstrate Preparation of: (1) Sandwich (1) Salad (1) Dessert	31/10/21	Md. Jakir Islam	
Kitchen Line Training - Prep and Operation	31/10/21	Md. Jakir Islam	
Allergens & Intolerances Training	31/10/21	Md. Jakir Islam	
Soup of the Day Training	31/10/21 NOT in the Refractory	Md. Jakir Islam (Only mushroom soup.)	
Food Specials Training	31/10/21	Md. Jakir Islam	
Knife Safety	31/10/21	Md. Jakir Islam	
Dishwasher Operation Training Including Brand Standard Temperatures	31/10/21	Md. Jakir Islam	
Pot Wash Training			
Dinner Service Prep Training /	1/11/21	Md. Jakir Islam	
Produce (1) Arrival Treat for Loyalty Member	31/10/21	Md. Jakir Islam	
In-Depth	Date Completed	Student Signature	Supervisor Signature
Green Zone			
Demonstrate a Room Service	28/10/21	Md. Jakir Islam	

Order to Brand Standard	31/10/21	md. Jalcin Islam	
Prep Training for Banqueting Event / Allergens & Intolerances	31/10/21	md. Jalcin Islam	
Plating Up procedures	31/10/21	md. Jalcin Islam	
Taste Panel Training	31/10/21	md. Jalcin Islam	
Demonstrate Knowledge of Cutting Boards and Colours	25/10/21	md. Jalcin Islam	
Demonstrate Knowledge of the A Logs, Railroad Logs and Fridge Temperatures & Process	31/10/21	md. Jalcin Islam	
Demonstrate Knowledge of Internal Cooking Temperatures	31/10/21	md. Jalcin Islam	
Demonstrate all the below:			
Allergens	25/10/21	md. Jalcin Islam	
Intolerances			
Gluten Free	25/10/21	md. Jalcin Islam	
Vegetarian	31/10/21	md. Jalcin Islam	
Vegan	31/10/21	md. Jalcin Islam	
Takeaway Procedures	31/10/21	md. Jalcin Islam	
Cross Contamination	25/10/21	md. Jalcin Islam	
FIFO	25/10/21	md. Jalcin Islam	
Check Average Brand Standard	1/11/21	md. Jalcin Islam (DO NOT have TIME)	
Grilling Service	31/10/21	md. Jalcin Islam	



Salad Service	1/11/21	md. Jakiem Islam (DO NOT HAVE enough TIME)	
Larder Service	31/10/21	md. Jakiem Islam	
Buffet Service	31/10/21	md. Jakiem Islam	
Line Service	1/11/21	md. Jakiem Islam (DO NOT HAVE enough TIME)	
C&B Service	1/11/21	md. Jakiem Islam (DO NOT HAVE enough TIME)	
Stock Incoming Delivery	28/10/21	md. Jakiem Islam	
Knife Safety	31/10/21	md. Jakiem Islam	
Chemical Safety	31/10/21	md. Jakiem Islam	
Uniform & Gloves	31/10/21	md. Jakiem Islam	
Grooming	28/10/21	md. Jakiem Islam	
Jewellery	28/10/21	md. Jakiem Islam	
Food Hygiene Rating	28/10/21	md. Jakiem Islam	
Handwashing only sinks	25/10/21	md. Jakiem Islam	
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

