

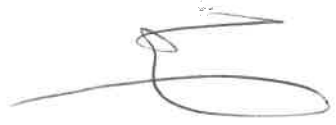
Alexandra George
2117801

Appendix 1

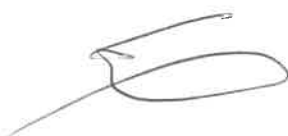
Level 6 Hotel Placement – Weekly Journal Entry

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] at 23:59pm.

Week 1				
Experiences/Tasks/Challenges/Lessons (outline hotel department)	Shift (Date/Time)	Student Signature	Hotel Mentor Signature	
FIRST DAY INDUCTION POLICY HR PROCEDURES	24/09/24 9 ⁰⁰ - 15 ⁰⁰			
RECEPTION MANAGING GUEST SERVICE	28/09/24 29/09/24 6 ⁰⁰ - 16 ⁰⁰			

Week 2			
Experiences/Tasks/Challenges/Lessons (highlight hotel department)	Shift (Date/Time)	Student Signature	Hotel Mentor Signature
RECEPTION MANAGING GUEST SERVICE OPERATIONS	01/10/24 04/10/24 06 ⁰⁰ - 16 ⁰⁰		
RECEPTION MANAGING GUEST SERVICE OPERATIONS	05/10/24 06/10/24 06 ⁰⁰ - 16 ⁰⁰		

Week 3			
Experiences/Tasks/Challenges/Lessons (highlight hotel department)	Shift (Date/Time)	Student Signature	Hotel Mentor Signature
MANAGING FOOD AND BEVERAGE OPERATIONS	08/10/24 11/10/24 06 ⁰⁰ - 16 ⁰⁰		
MANAGING FOOD AND BEVERAGE OPERATIONS	12/10/24 13/10/24 06 ⁰⁰ - 16 ⁰⁰		

Week 4				
Experiences/Tasks/Challenges/Lessons (highlight hotel department)	Shift (Date/Time)	Student Signature	Hotel Mentor Signature	
MANAGING FOOD AND BEVERAGE OPERATIONS	19/10/24 20/10/24 06 ⁰⁰ - 14 ⁰⁰			
OFFICE MANAGING HOTEL ADMINISTRATION	26/10/24 27/10/24 06 ⁰⁰ - 14 ⁰⁰			

Week 6			
Experiences/Tasks/Challenges/Lessons (highlight hotel department)	Shift (Date/Time)	Student Signature	Hotel Mentor Signature
OFFICE MANAGING HOTEL ADMINISTRATION	01/11/24 06 ⁰⁰ - 14 ⁰⁰		
OFFICE MANAGING HOTEL ADMINISTRATION	02/11/24 06 ⁰⁰ - 14 ⁰⁰	