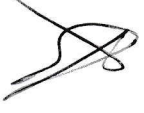


Level 6 Hotel Placement – Weekly Progress Tracker

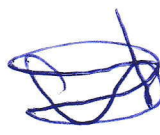
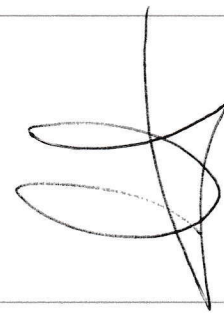
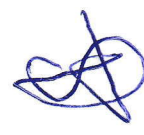
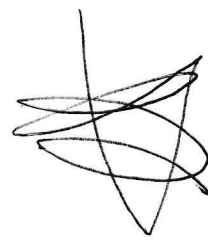
Task: Maintain a weekly progress tracker documenting your experiences, tasks performed, challenges faced, and lessons learned. Bullet points format is welcome. You must submit this document to the designated Turnitin link by [Friday 7th March 2025] at 23:59pm.

Week 1				
Experiences/Tasks/Challenges/Lessons (outline hotel department)	Shift (Date/Time)	Student Signature	Hotel Mentor Signature	
Reception - greeting customers with a smile and positive attitude. - carried customer check in and check out - general admin work, filing away important documents - carrying out daily tasks such as stocking up - taking calls and operating barriers from the reception - taking payments from customers ensuring they were satisfied with their stay.	25.01.2025- 2.30pm- 11pm			
Reception - Greeting customers and welcoming them in to the hotel. I carried out a few check ins today on my own - I was taught how to open barriers to let people in. - when customers leave the bar very drunk, I guided them to their rooms to avoid any commotions.	26.01.2025- 2.30pm- 11pm			

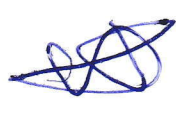
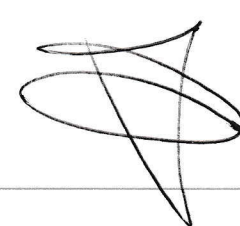
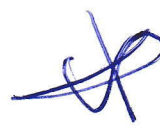
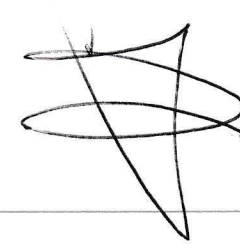
Week 2				
Experiences/Tasks/Challenges/Lessons (highlight hotel department)	Shift (Date/Time)	Student Signature	Hotel Mentor Signature	
Reception Today we had a booking of 266 people which included 2 coach parties. I checked them all in and guided them to their rooms. Booked reservation for the restaurant. I was in charge validating parking tickets so that people can go in and out of the park. I'm the end printed off a report for the night staff to let them how many were left to check in. We also went round checking everything was running smoothly.	01.02.2025 2.30pm - 11.00pm			
Reception I checked in 57 guests today, there were 127 in house guests. → I was in charge of opening and closing the barriers for vehicle. → we had a few vulnerable customers who required extra help. I assisted them to their rooms with their luggage.	02.02.2025 2.30pm- 11.00pm			



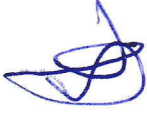
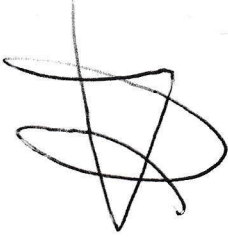
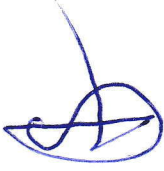
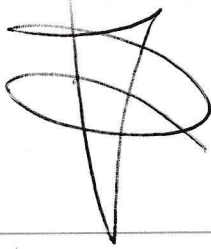
APPENDIX 1

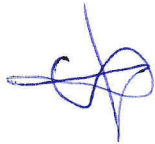
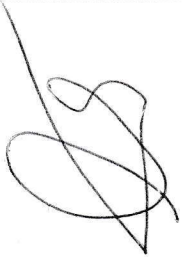
Week 3				
Experiences/Tasks/Challenges/Lessons (highlight hotel department)	Shift (Date/Time)	Student Signature	Hotel Mentor Signature	
Food + Beverage → I had to leave due to emergency, my wife was in hospital.	08.02.2025 1.30 - 10.00pm			
Food + Beverage. → Duty Manager Inogen showed me how to allocate shifts and breaks for the shift. → I put orders for drinks and food through the till. → set tables up for dinner, provide table service, hosted the night. → served drinks at the bar, served food and cleared tables.	09.02.2025 1.30 - 10.30pm			

APPENDIX 1

Week 4				
Experiences/Tasks/Challenges/Lessons (highlight hotel department)	Shift (Date/Time)	Student Signature	Hotel Mentor Signature	
Food + Beverage → I was shown how to allocate shift and breaks for all staff. → I took orders from customers at the bar for drinks and food. → I made different drinks and cocktails. → I struggled to use the system as I have no log in details.	15.02.2025 1.30 - 10.00pm			
Food + Beverage → There was a conference for airline so it was very busy. → I was allocated on the bar to serve drinks, clear tables and reset them. → There was no space so we had to rearrange the restaurant to send overflow of customers.	16.02.2025 1.30-10.00pm			

APPENDIX 1

Week 5				
Experiences/Tasks/Challenges/Lessons (highlight hotel department)	Shift (Date/Time)	Student Signature	Hotel Mentor Signature	
Kitchen Unable to work due to recovering from a bad cold.	22.02.2025 1.30 - 10.00pm			
Kitchen → The head chef showed me all around, and stock check and dates of expiry on all stored food. → I carried out all stored food. → I prepared for dinner by frying goods, chopping vegetables. → Checked all staff to find out about how they take care of food + hygiene protocols.	23.02.2025 1.30 - 10pm			

Week 6				
Experiences/Tasks/Challenges/Lessons (highlight hotel department)	Shift (Date/Time)	Student Signature	Hotel Mentor Signature	
Kitchen - I was in charge of prepping for the weekend. - I checked all stock with Dan and cut chickens and marinated them. - We cooked a pot of chicken makhani. - When service was ready we dished the food out. Kitchen - Today I am working with Chris, the head chef of kitchen. - Chris and I went through stock check, approved orders that need to be placed. - We also checked the costs and Chris sent a finance report to head office, including a stock report.	01.03.2025 1.30 - 10.00pm			
	02.03.2025 1.30 - 10.00pm	