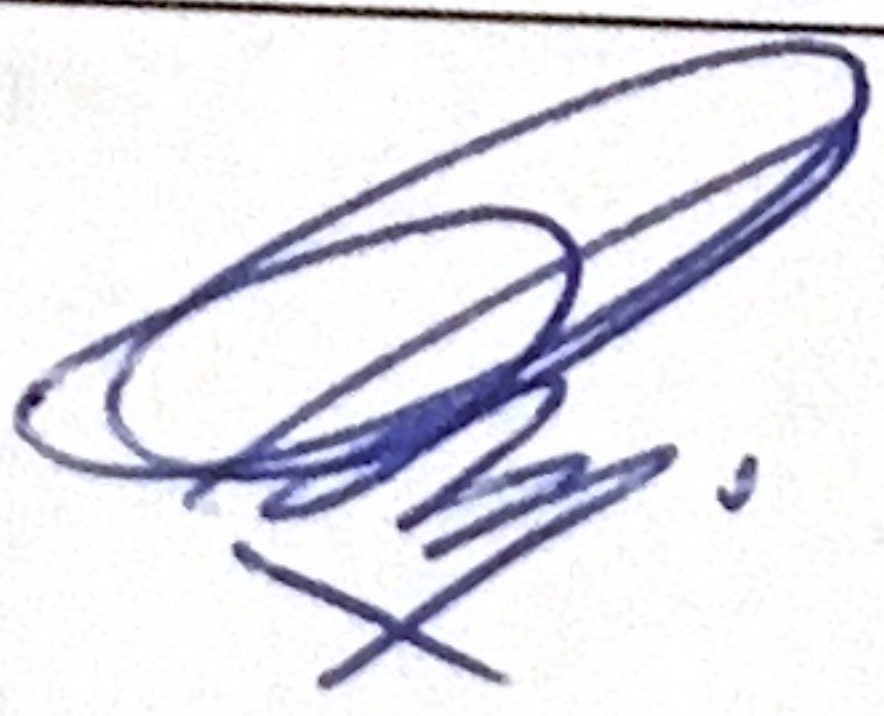


Level 6 Hotel Placement – Weekly Progress Tracker

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.

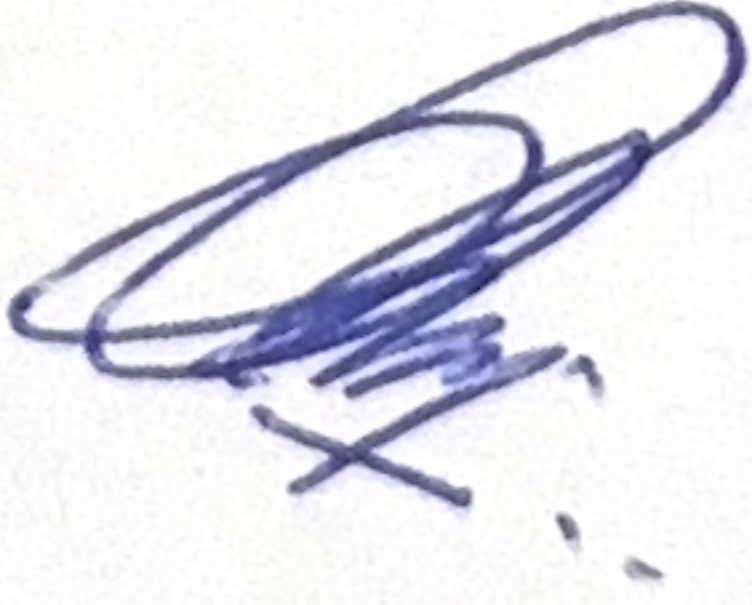
Week 1			
Experiences/Tasks/Challenges/Lessons (outline hotel department)	Shift (Date/Time)	Student Signature	Hotel Mentor Signature
FOOD AND BEVERAGE BREAKFAST IN THE MORNING, THEN I HELPED IN THE KITCHEN WITH FOOD, WASHED THE DISHES, CLEANING IN THE KITCHEN.	22.01.2025 08:00-16:00	Poitaca	Blurf
FOOD AND BEVERAGE I HELPED WITH BREAKFAST IN THE MORNING, IT WAS A REAL CHALLENGE BECAUSE WE HAD A BIG GROUP OF 150 CHILDREN, AROUND 13 YEARS OLD, VERY BUSY. I WAS IN THE RESTAURANT AFTER I WASHED THE DISHES.	23.01.2025 08:00-16:00	Poitaca	Blurf

Week 2				
Experiences/Tasks/Challenges/Lessons (highlight hotel department)	Shift (Date/Time)	Student Signature	Hotel Mentor Signature	
MANAGING GUEST SERVICE OPERATIONS WORKING IN THE FRONT OFFICE GUEST SERVICES AND COMMUNICATIONS RECEPTION DESK CHECK-INS AND CHECK-OUTS	29.01.2025 08:00-16:00	Johanne		
MANAGING GUEST SERVICE OPERATIONS RECEPTION DESK CHECK-INS AND CHECK-OUTS MANAGING RESERVATIONS AND ASSISTING GUESTS WITH VARIOUS REQUESTS.	30.01.2025 08:00-16:00	Johanne		

Week 3

APPENDIX 1

Experiences/Tasks/Challenges/Lessons (highlight hotel department)		Shift (Date/Time)	Student Signature	Hotel Mentor Signature
MANAGING HOTEL ADMINISTRATION I LEARNED ABOUT COORDINATING WITH OTHER DEPARTMENTS, LIKE CLEANING AND MAINTENANCE, TO MEET VISITORS NEEDS AND RAPIDLY FIX PROBLEMS ALSO DEPENDS CRITICALLY ON TEAMWORK.		05.02.2025 08:00-16:00	Pofean	
MANAGING HOTEL ADMINISTRATION I HELPED WITH CLEANING ROOMS, IT WAS A REAL CHALLENGE BECAUSE WE HAD TO WORK VERY QUICKLY WE HAD EARLY CHECK-INS.		06.02.2025 08:00-16:00	Pofean	

Experiences/Tasks/Challenges/Lessons (highlight hotel department)	Shift (Date/Time)	Student Signature	Hotel Mentor Signature
FOOD AND BEVERAGE I LEARNED THAT GUEST PLEASURE AND BUSINESS SUCCESS DEPEND ON FOOD AND BEVERAGE DEPARTMENT DELIVERING PREMIUM SERVICE. ORDER-TAKING EFFICIENCY AND FOOD AND DRINKS PRESENTATION.	12.02.2025 08:00-16:00	Pofeeu	
FOOD AND BEVERAGE I WAS RESPONSIBLE FOR ASSISTING IN MENU PLANNING AND OVERSEEING PURCHASES. I ALSO LEARNED HOW TO MANAGE INVENTORY, OPTIMIZE COSTS, AND REDUCE WASTE IN THE FOOD AND BEVERAGE DEPARTMENTS.	13.02.2025 08:00-16:00	Pofeeu	

APPENDIX 1

Experiences/Tasks/Challenges/Lessons (highlight hotel department)		Shift (Date/Time)	Student Signature	Hotel Mentor Signature
MANAGING GUEST SERVICES OPERATIONS ANSWERING GUEST QUESTIONS, PROVIDING INFORMATION ABOUT THE HOTEL SERVICES AND FACILITIES. COLLECTING AND ANALYSING GUEST FEEDBACK TO IMPROVE SERVICES. CHECK-INS AND CHECK-OUTS		19.02. 2025 08:00 - 16:00	John	John
MANAGING GUEST SERVICES OPERATIONS CHECK-INS AND CHECK-OUTS I HELPED AT BREAKFAST BECAUSE IT WAS VERY BUSY.		20.02. 2025 08:00 - 16:00	John	John

Week 6

Experiences/Tasks/Challenges/Lessons (highlight hotel department)	Shift (Date/Time)	Student Signature	Hotel Mentor Signature
MANAGING HOTEL ADMINISTRATION CLEANED ROOMS, HELPED AT THE RECEPTION, PREPARED AND SERVED DRINKS IN THE RESTAURANT.	26.02.2025 08:00 - 16:00	Johanna	[Signature]
CHECK-INS AND CHECK-OUTS, CLEANED ROOMS, PREPARED AND SERVED DRINKS IN THE RESTAURANT, CLEANING IN THE KITCHEN.	27.02.2025 08:00 - 16:00	Johanna	[Signature]