

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: LAXSHAN RATAGOPALASOYAN	Department: Kitchen	Manager: DAMIAN TREJO
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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)	30/11/21	<i>[Signature]</i>	<i>[Signature]</i>
Weekend Breakfast / Dinner (Circle)	01/12/21	<i>[Signature]</i>	<i>[Signature]</i>
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)			
Weekend Breakfast / Dinner (Circle)	08/12/21	<i>[Signature]</i>	<i>[Signature]</i>
Weekday Conference & Banqueting - Meeting or Event Name			
Weekend Conference & Banqueting - Meeting or Event Name	09/12/21	<i>[Signature]</i>	<i>[Signature]</i>



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	30/01/21	<i>R. Jones</i>	<i>Q. Jones</i>
Great Food Safe Food Training	30/01/21	<i>R. Jones</i>	<i>Q. Jones</i>
Kitchen Hierarchy - Roles & Responsibilities -Executive Chef -Sous Chef -Chef de Partie -Commis Chef -Kitchen Porter	01/12/21	<i>R. Jones</i>	<i>Q. Jones</i>
Orientation for all Operational Areas i.e.: Kitchen Line Kitchen Larder Room Service Banqueting	01/12/21	<i>R. Jones</i>	<i>Q. Jones</i>
Orientation for all BOH areas i.e.: Receiving Dry Storage Chemicals & Dishwash Area	01/12/21	<i>R. Jones</i>	<i>Q. Jones</i>
Uniform; Shoes & Gloves	01/14/21	<i>R. Jones</i>	<i>Q. Jones</i>



Cutting Board & Colour Training	white - Veg Red - Raw meat 20/11/21	4 dec	
Recycling & Trash Removal	30/11/21	Kate	
Fridge Prep / First in First Out (FIFO)	30/11/21	4 dec	
How to Clean Down Training	30/11/21	Kate	
Training: AM Checklist	01/12/21	Kate	
Training: PM Checklist	01/12/21	Kate	
Use Records & Brand Standards training	01/12/21	Kate	
Explain/Train Quarterly Brand Food Promotions Inclusive of Valentine's; Mother's Day; Father's Day; Kids Eat Free; 2/3 Course Menu offerings	01/12/21	Kate	
Menu Specs Training: Overview Dietaries Presentation Taste Panel	01/12/21	Kate	
Food Safety Logs Training: -Fridge Temperatures -Holding -Buffet -Railroad Cleaning Log -All 'A' Logs	01/12/21	Kate	
Brand Standard for Food Service i.e.:	01/12/21	Kate	



- Check Time for Starters; Mains & Desserts - Define Mains Away	01/14/21	R. John	R. John
Larder Section to include section Open/Closing Procedures	01/14/21	R. John	R. John
Prep AM Food Service	01/12/21	R. John	R. John
Tickets; Printers and Communication	01/12/21	R. John	R. John
Eggs - Cooking Procedures	01/12/21	R. John HOT WATER / VINEGAR	R. John
Brand Standard Omelette Station	01/14/21	R. John	R. John
Introduction to Banqueting - Inclusive of Banquet Event Order (BEO) Training	01/12/21	R. John	R. John
Explanation: C&B Plated Service Standard Formal Types of Events	01/12/21	R. John	R. John
Explanation: C&B Buffet Service Standard Casual Types of Events	01/12/21	R. John	R. John
Scullery - Cleaning Procedures	01/14/21	R. John	R. John
Dry Goods	01/14/21	R. John	R. John
Wet Goods	01/14/21	R. John	R. John
Canteen Preparation	01/14/21	R. John	R. John



Intermediate	Date Completed	Student Signature	Supervisor Signature
Orange Zone			
Demonstrate Preparation of: (1) Sandwich (1) Salad (1) Dessert		R. du	horeo SL
Kitchen Line Training – Prep and Operation	01/12/21	2. doson	horeo SL
Allergens & Intolerances Training		R. du	horeo SL
Soup of the Day Training		R. du	horeo SL
Food Specials Training		R. du	horeo SL
Knife Safety		R. du	horeo SL
Dishwasher Operation Training including Brand Standard Temperatures		R. du	horeo SL
Pot Wash Training			
Dinner Service Prep Training /	01/12/21	R. du	horeo SL
Produce (1) Arrival Treat for Loyalty Member		R. du	horeo SL
In-Depth	Date Completed	Student Signature	Supervisor Signature
Green Zone			
Demonstrate a Room Service	30/11/21	R. du	horeo SL



Order to Brand Standard		<i>2 dm</i>	<i>housen</i>
Prep Training for Banqueting Event / Allergens & Intolerances		<i>2 dm</i>	<i>housen</i>
Plating Up procedures		<i>2 dm</i>	<i>housen</i>
Taste Panel Training		<i>2 dm</i>	<i>housen</i>
Demonstrate Knowledge of Cutting Boards and Colours		<i>2 dm</i>	<i>housen</i>
Demonstrate Knowledge of the A Logs, Railroad Logs and Fridge Temperatures & Process		<i>4 dm</i>	<i>housen</i>
Demonstrate Knowledge of Internal Cooking Temperatures		<i>2 dm</i>	<i>housen</i>
Demonstrate all the below:		<i>2 dm</i>	<i>housen</i>
Allergens		<i>2 dm</i>	<i>housen</i>
Intolerances		<i>2 dm</i>	<i>housen</i>
Gluten Free		<i>2 dm</i>	<i>housen</i>
Vegetarian		<i>2 dm</i>	<i>housen</i>
Vegan		<i>2 dm</i>	<i>housen</i>
Takeaway Procedures		<i>2 dm</i>	<i>housen</i>
Cross Contamination		<i>2 dm</i>	<i>housen</i>
FIFO		<i>2 dm</i>	<i>housen</i>
Check Average Brand Standard		<i>2 dm</i>	<i>housen</i>
Grilling Service		<i>2 dm</i>	<i>housen</i>



Sauce Service	30/11/21	<i>[Signature]</i>	<i>[Signature]</i>
Larder Service	30/11/21	<i>[Signature]</i>	<i>[Signature]</i>
Buffet Service	30/11/21	<i>[Signature]</i>	<i>[Signature]</i>
Line Service	30/11/21	<i>[Signature]</i>	<i>[Signature]</i>
C&B Service	30/11/21	<i>[Signature]</i>	<i>[Signature]</i>
Stock Incoming Delivery	30/11/21	<i>[Signature]</i>	<i>[Signature]</i>
Knife Safety	30/11/21	<i>[Signature]</i>	<i>[Signature]</i>
Chemical Safety	30/11/21	<i>[Signature]</i>	<i>[Signature]</i>
Uniform & Gloves	30/11/21	<i>[Signature]</i>	<i>[Signature]</i>
Grooming	30/11/21	<i>[Signature]</i>	<i>[Signature]</i>
Jewellery	30/11/21	<i>[Signature]</i>	<i>[Signature]</i>
Food Hygiene Rating	30/11/21	<i>[Signature]</i>	<i>[Signature]</i>
Handwashing only sinks	30/11/21	<i>[Signature]</i>	<i>[Signature]</i>
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

