

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: Mahin Sultana	Department: Kitchen	Manager: Jamie
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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).

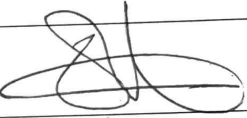
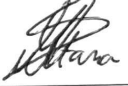
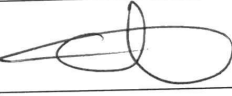
Upon completion of the Food & Beverage rotation, you will upload (1) Placement Plan for Kitchen (2 weeks), (1) Placement Plan for Food & Beverage (2 Weeks) and (1) Learning Log (750 words) into Turnitin.

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)	25/10/2021 9:00 to 14:30		
Weekend Breakfast / Dinner (Circle)	29/10/2021 8:40 to 17:		
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)	1/11/2021 8:30 to 17		
Weekend Breakfast / Dinner (Circle)	05/11/2021 8:30 to 16		
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.

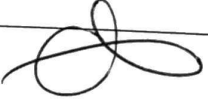
Red Zone Tasks – Introductory

Orange Zone Tasks – Intermediate

Green Zone Tasks – In-depth

I accept this Manual
Signature

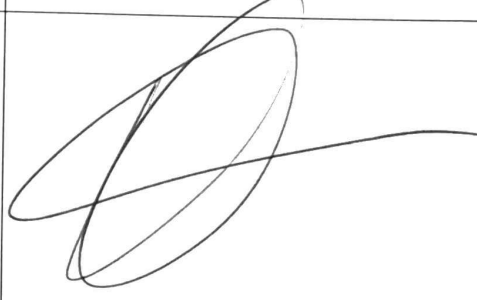
JAMIE WELCH

Introductory	Date Completed	Student Signature	Supervisor Signature
Red Zone			
Introduction to Kitchen; Health & Safety	25/10/2021		
Great Food Safe Food Training	25/10/2021		
Kitchen Hierarchy - Roles & Responsibilities 1-Executive Chef 2-Sous Chef 3-Chef de Partie 4-Commis Chef -Kitchen Porter	25/10/2021 <i>Serv. chef Veg - Soup - Salade</i>		
Orientation for all Operational Areas i.e.: 4 Kitchen Line Kitchen Larder Room Service Banqueting	25/10/2021		
Orientation for all BOH areas i.e.: Receiving Dry Storage Chemicals & Dishwash Area	25/10/2021 <i>Chemical Dishwash</i>	 <i>HA COSH</i>	
Uniform; Shoes & Gloves	25/10/2021		
Cutting Board	25/10/2021		

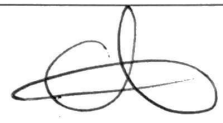
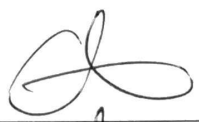
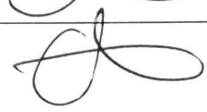
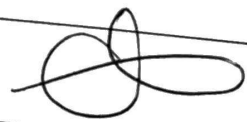


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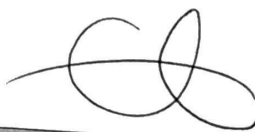
BLUE - FISH
RED - NTRG (PAN)
WHITE - RTE (COOKER)

& Colour Training	25/10/2021		
1 Recycling & Trash Removal	25/10/2021		
2 Fridge Prep / First in First Out (FIFO) <i>date check</i> <i>Date food</i>	25/10/2021		
3 How to Clean Down Training	25/10/2021		
4 Training: AM Checklist	25/10/2021		
5 Training: PM Checklist	25/10/2021		
6 Use Records & Brand Standards training	25/10/2021		
7 Explain/Train Quarterly Brand Food ~~pack~~ Promotions Inclusive of Valentine's; Mother's Day; Father's Day; Kids Eat Free; 2/3 Course Menu offerings	05/11/2021		
8 Menu Specs Training: Overview Dietaries Presentation Taste Panel	25/10/2021		
9 Food Safety Logs Training: -Fridge Temperatures -Holding -Buffet -Railroad Cleaning Log -All 'A' Logs	25/10/2021	Food Safety Records Haccap: HAZARD ANALYSIS CRITICAL CONTROL POINTS 	
10 Brand Standard for Food Service i.e.: - Check Time for Starters;	25/10/2021		

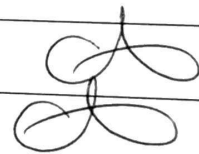
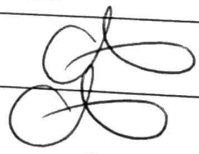
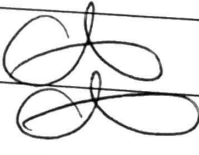
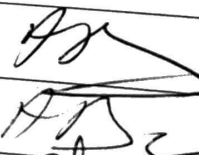
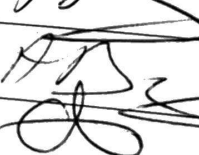


1 Mains & Desserts -Define Mains Away	25/10/2021		
2 Larder ^{Food} Section to include section Open/Closing Procedures	05/11/2021		
3 Prep AM Food Service		N/A	
4 Tickets; Printers and Communication	25/10/2021		
5 Eggs – Cooking Procedures	25/10/2021		
6 Brand Standard Omelette Station		N/A	
7 Introduction to Banqueting – Inclusive of Banquet Event Order (BEO) Training	25/10/2021		
8 Explanation: C&B Plated Service ^{going to be a new standard} Formal Types of Events	25/10/2021		
9 Explanation: C&B Buffet ^{Cold} Service ^{Hot} Standard ^{meat} Casual Types of Events ^{veg}	25/10/2021		
10 Scullery – Cleaning Procedures	5/11/2021		
11 Dry Goods	25/10/2021		
12 Wet Goods		N/A	
13 Canteen Preparation	25/10/2021		



Intermediate	Date Completed	Student Signature	Supervisor Signature
1 Demonstrate Preparation of: (1) Sandwich (1) Salad (1) Dessert	25/10/2021		
2 Kitchen Line Training – Prep and Operation	29/10/2021		
3 Allergens & Intolerances Training 14f	29/10/2021		
Soup of the Day Training		N/A	
Food Specials Training		N/A	
4 Knife Safety	25/10/2021		
5 Dishwasher Operation Training including Brand Standard Temperatures Pot Wash Training	29/10/2021		
6 Dinner Service Prep Training /		N/A no time	
7 Produce (1) Arrival Treat for Loyalty Member. front desk	29/10/2021		
In-Depth	Date Completed	Student Signature	Supervisor Signature
Green Zone			
8 Demonstrate a Room Service Order to Brand Standard	29/10/2021		



1	Prep Training for Banqueting Event / Allergens & Intolerances	05/11/2021		
2	Plating Up procedures	29/10/2021		
3	Taste Panel Training		N/A	
4	Demonstrate Knowledge of Cutting Boards and Colours	29/10/2021		
5	Demonstrate Knowledge of the A Logs, Railroad Logs and Fridge Temperatures & Process	29/10/2021		
6	Demonstrate Knowledge of Internal Cooking Temperatures	29/10/2021		
7	Demonstrate all the below:			
8	Allergens	29/10/2021		
9	Intolerances	29/10/2021		
10	Gluten Free	29/10/2021		
11	Vegetarian	29/10/2021		
12	Vegan	29/10/2021		
13	Takeaway Procedures	29/10/2021		
14	Cross Contamination	29/10/2021		
15	FIFO	29/10/2021		
16	Check Average Brand Standard	05/11/2021		
17	Grilling Service	29/10/2021		
	MADAN			



Sauce Service NADAN	29/10/2021	AB	AB
Larder Service DOUN	1/11/2021	AB	AB
Buffet Service MA		N/A	
Line Service DOUN	29/10/2021	AB	AB
C&B Service MA		N/A	
Stock Incoming Delivery Pwll	05/11/2021	AB	AB
Knife Safety	29/10/2021	AB	AB
Chemical Safety	29/10/2021	AB	AB
Uniform & Gloves	29/10/2021	AB	AB
Grooming	1/11/2021	AB	AB
Jewellery	1/11/2021	AB	AB
Food Hygiene Rating 5	29/10/2021	AB	AB
Handwashing only sinks	29/10/2021	AB	AB
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

