

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:

- 7) **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.
- 8) **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 (3 weeks), (1) Placement Plan for Food & Beverage (3 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 Food and Beverage Rotation

- Mandatory (3) Weeks
- Minimum (16) Hours per Week
- Inclusive of a Variety of Shift Patterns

F&B-SUPERVISOR
IMARILIS BRAGANESCU
CONFIRM THAT IS MY
SIGNATURE STAMP

To be completed Weekly by Student and Food & Beverage Manager/Supervisor

Student Schedule Week One	Include Dates Time/Hours Worked	Student Signature	Manager
Weekday Breakfast / Dinner (Circle)			
Weekend Breakfast / Dinner (Circle)			
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)	27.09.21 8 hours	Am	Ally
Weekend Breakfast / Dinner (Circle)	28.09.21 8 hours	Am	Ally
Weekday Conference & Banqueting - Meeting or Event Name	02.10.21 8 hours	Am	Ally
Weekend Conference & Banqueting - Meeting or Event Name	03.10.21 8 hours	Am	Ally
Student Schedule Week Three	Include Dates Hours/Time Worked	Student Signature	Manager
Weekday Breakfast / Dinner (Circle)	04.10.21 8 hours	Am	Ally
Weekend Breakfast / Dinner (Circle)	—		Ally
Weekday Conference & Banqueting - Meeting or Event Name	08.10.21 8 hours	Am	Ally
Weekend Conference & Banqueting - Meeting or Event Name	09.10.21 8 hours	Am	Ally

Food & Beverage 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	09.10.21	Am	Ally



Introduction to F&B Rooms; Names etc. Property Tour	02.10.21	Am	Alau
Introduction to Storage Areas; Still Areas	07.10.21	Am	Alau
Explanation: Conferences	02.10.21	Am	Alau
Explanation: Weddings	02.10.21	Am	Alau
Explanation: Social Events	02.10.21	Am	Alau
Tea / Coffee Service Brand Standard Outlet & C&B	07.10.21	Am	Alau
Training: AM Checklist	02.10.21	Am	Alau
Training: PM Checklist	02.10.21	Am	Alau
Training: Refreshing a Conference Room	02.10.21	Am	Alau
Conference Room Layout: Boardroom	02.10.21	Am	Alau
Cabaret	02.10.21	Am	Alau
Classroom	02.10.21	Am	Alau
Theatre	02.10.21	Am	Alau
Brand Standard for Service: - Greeting & Serving a Table - Presenting Bill	02.10.21	Am	Alau



- Making Personal Connections	03.10.21	Am,	Am
Training: Bussing a Table & Clean as you go	03.10.21	Am	Am
Introduction to C&B AV -PA System -Connect Laptop -Microphones -Internet Bandwidth Brand Standard	03.10.21	Am	Am
Explanation: Red Jacket & Training of MSA APP (if applicable)	03.10.21	Am	Am
Explanation: C&B Plated Service Standard Formal Types of Events	03.10.21	Am	Am
Explanation: C&B Buffet Service Standard Casual Types of Events	03.10.21	Am	Am
Restaurant Host Standard -Phone -Reservation Book	03.10.21	Am	Am
Training: -Table Set up & Sequence -Table Numbers -Menu Standard -Salt & Pepper -Sugar Caddy -Cleanliness	03.10.21	Am	Am



Training: Restaurant Set-up Breakfast & Dinner	21.09.21	Am	Mark
Training: Service Preparation	24.09.21	Am	Mark
Training: Service Sequence	27.09.21	Am	Mark
Restaurant Menu Training	28.09.21	Am	Mark
C&B Menu Training	21.09.21	Am	Mark
Allergen Training Customer Communication & Order Taking	21.09.21	Am	Mark
Explanation: Website Restaurant Sales & Marketing Integration with Hotel Website (if applicable)	27.09.21	Am	Mark
TIPS Training	27.09.21	Am	Mark
Pour a Pint	27.09.21	Am	Mark
Change Keg	27.09.21	Am	Mark
Intermediate	Date Completed	Student Signature	Supervisor Signature
Orange Zone			
Training: Upselling Techniques	27.09.21	Am	Mark
Upsell (1) Daily Special	27.09.21	Am	Mark



Upsell (1) Side Order	08.10.21	Any	
Upsell (1) Dessert	08.10.21	Any	
Upsell (1) Beverage Promotion of the Month	08.10.21	Any	
Connect to PA System	08.10.21	Any	
Connect to Bose system	08.10.21	Any	
Answer the telephone correctly	08.10.21	Any	
Explain Red Jacket & Purpose	08.10.21	Any	
Greet C&B attendee	08.10.21	Any	
Produce (1) Door Card	08.10.21	Any	
Explain Service Weddings & Dinner	08.10.21	Any	
Take (1) Restaurant Booking	08.10.21	Any	
Training: Morning Bar Set-up	08.10.21	Any	
Training: Paddy & Scott's -Coffee Culture -Confectionary	08.10.21	Any	
Coffee Machine Training	08.10.21	Any	
Coffee Beverage Training	08.10.21	Any	



Micros: Enter Coffee Purchase	08.10.21	Am	Am
Micros: Enter Lunch/Dinner Purchase	08.10.21	Am	Am
Micros: Enter Room Service Order	08.10.21	Am	Am
Training: Wine Menu and Wine Pairing	08.10.21	Am	Am
Demonstrate Wine Knowledge -Red -White -How to Upsell Wine	08.10.21	Am	Am
Serve a Table -Drinks -Food	08.10.21	Am	Am
Training: Bar Stock Rotation	08.10.21	Am	Am
Demonstrate understanding of Bar Stock Rotation	08.10.21	Am	Am
Clean the Coffee Machine	08.10.21	Am	Am
Table Set-up: Set Table in Restaurant & Bar to Standard	08.10.21	Am	Am
Room Service Brand Standard	08.10.21	Am	Am
In-Depth	Date Completed	Student Signature	Supervisor Signature



Green Zone			
Take a Room Service Order to Brand Standard	09.10.21	Am	Am
Host & Seat (5) Tables in the Restaurant	09.10.21	Am	Am
Count Bar Stock	09.10.21	Am	Am
Enter Requisition	09.10.21	Am	Am
Set-up Room Service Breakfast Tray	09.10.21	Am	Am
Set-up Room Service Dinner Tray	09.10.21	Am	Am
Deliver a Room Service Order to Brand Standard	09.10.21	Am	Am
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.