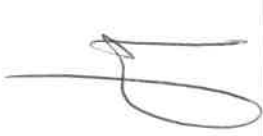


Level 6 Hotel Placement – Weekly Progress Tracker

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(INCLUDING BAR) -FIRST DAY ACCOMODATION WITH ALL TASK FOR RECEPTION INCLUDING CECK IN, CECK OUT, HOW TO LOG IN ON LAPTOP (ON OPERA) AND HOW TO LOG IN ON TABLET(BIZZO), HOW TO TAKE BAR PAYMENTS AND HOW TO POST THEM FROM POS IN THE SISTEM.	25.01.2025(14-22-AFTERNOON)		
RECEPTION(INCLUDING BAR) -CECK IN, CECK OUT(LEARN HOW TO DOIT PROPERLY AND TAKE PAYMENTS IF THE ROOM IS NOT ALREADY PAYD, MAKE KEY FOR ROOM, ADD PACKS INCLUDING BREAKFAST); -TAKE PAYMENTS IN ADVANCE FROM BOOKING.COM/vcc;	26.01.2025(14-22-AFTERNOON)		

-CLEAN THE BAR AND RECEPTION AREA; -MAKE TOTAL BALANCE ON POS;			
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Week 3			
Experiences/Tasks/Challenges/Lessons (highlight hotel department)	Shift (Date/Time)	Student Signature	Hotel Mentor Signature
RECEPTION(INCLUDING BAR)+BREAKFAST -CECK IN; -TAKE PAYMENTS IN ADVANCE FROM BOOKING.COM; -RESTOCK THE BAR DRINKS FROM THE FREGE ROOM; -CLEAN THE BAR AND RECEPTION AREA; -PREPARE COLD BUFFET FOR BREAKFAST AND BAKING CROISANTS AND BREAD; -PRINT THE NIGHT DOCUMENT AND DO TOTAL BALANCE AND RESTART THE SISTEM FOR NEXT DAY; -PREPARE A HANDOVER DOC FOR MORNING SHIFTS; -LEARN HOW TO MAKE A TOAST; -LEARN HOW TO POST WELCOME DRINKS;	03.02.2025(22-06-Night)		



Experiences/Tasks/Challenges/Lessons <i>(highlight hotel department)</i>	Shift <i>(Date/Time)</i>	Student Signature	Hotel Mentor Signature
RECEPTION(INCLUDING BAR)+BREAKFAST -CHECK IN; -TAKE PAYMENTS IN ADVANCE FROM BOOKING.COM; -RESTOCK THE BAR DRINKS FROM THE FREGE ROOM; -CLEAN THE BAR AND RECEPTION AREA; -PREPARE COLD BUFET FOR BREAKFAST AND BAKING CROISANTS AND BREAD; -PRINT THE NIGHT DOCUMENT AND DO TOTAL BALANCE AND RESTART THE SISTEM FOR NEXT DAY; -PREPARE A HANDOVER DOC FOR MORNING SHIFTS; -MAKE PIZZA;	09.02.2025(22-06 night)		
RECEPTION(INCLUDING BAR)+BREAKFAST -CHECK IN; -TAKE PAYMENTS IN ADVANCE FROM BOOKING.COM; -RESTOCK THE BAR DRINKS FROM THE FREGE ROOM; -CLEAN THE BAR AND RECEPTION AREA;	15.02.2025(22-06-night)		

-CLEAN THE BAR AND RECEPTION AREA; -HELP TO PREPARE COLD BUFFET FOR BREAKFAST AND BAKING CROISANTS AND BREAD; -PREPARE PEPPERONI PIZZA; -PRINT THE NIGHT DOCUMENT AND DO TOTAL BALANCE AND RESTART THE SISTEM FOR NEXT DAY; -PREPARE A HANDOVER DOC FOR MORNING SHIFTS; -LEARN HOW TO MAKE A NEW RESERVATION FOR A GUEST HOW DON'T HAVE A BOOKING BUT NEED A ROOM;			
RECEPTION(INCLUDING BAR)+BREAKFAST -CECK IN; -TAKE PAYMENTS IN ADVANCE FROM BOOKING.COM; -RESTOCK THE BAR DRINKS FROM THE FREGE ROOM; -CLEAN THE BAR AND RECEPTION AREA; -PREPARE MACARONI CHESE AND PEPPERONI PIZZA; -LEARN HOW TO HELP TO PREPARE COLD BUFFET FOR BREAKFAST AND BAKING CROISANTS AND BREAD; -PRINT THE NIGHT DOCUMENT AND DO TOTAL BALANCE AND RESTART THE SISTEM FOR NEXT DAY; -PREPARE A HANDOVER DOC FOR MORNING SHIFTS; -SERVE DRINKS ON BAR;	22.02.2025(22-06-night)		

-LEARN HOW TO SOLVE A OVERBOOK SITUATION, AND HOW TO DEAL WITH GUEST ABOUT SEND THEM IN ANOTHER HOTEL;			
RECEPTION(INCLUDING BAR)+BREAKFAST -CECK IN; -TAKE PAYMENTS IN ADVANCE FROM BOOKING.COM; -RESTOCK THE BAR DRINKS FROM THE FREGE ROOM; -CLEAN THE BAR AND RECEPTION AREA; -HELP TO PREPARE COLD BUFFET FOR BREAKFAST AND BAKING CROISANTS AND BREAD; -PRINT THE NIGHT DOCUMENT AND DO TOTAL BALANCE AND RESTART THE SISTEM FOR NEXT DAY; -PREPARE A HANDOVER DOC FOR MORNING SHIFTS; -MAKE NEW RESERVATION; -ADD PACKS ON RESERVATION;	27.02.2025(22-06-night)		