

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
FOH-Reception Saturday • Check-ins • Added guest's info from reg cards onto their profiles • Called all guests after 10 minutes to ask for satisfaction feedback and update the spreadsheet • Helped guests to register their vehicles • Fed the ducks • Counted safe and float • Print downtime reports and vacant reports • Read reception emails • Make sure no checkouts were left	12:00-20:30 (25 January)	Anca Dumitru	
FOH-Reception Sunday • Check out (@11) • Check ins • Print downtime reports and vacant reports	09:17:30 26 January	Anca Dumitru	