

PLACEMENT DESCRIPTION

Employer: WEX TEMPLATES

Contact:

Supervisor:

Employer Tel:

Website:

Job: Hotel Overview

Classification: Food Preparation and

Ref: 13,049

Aims & Objectives: To develop key skills through the experience of work. Insight into working in a large hotel and to find out about types of work available.

Key Tasks: Student will do a certain amount of observation then with training and under supervision may do simple tasks within the following areas:
 Housekeeping - shadowing the staff who maintain the hotel standards, clean and make up rooms, and preparing laundry;
 Restaurant - light duties such as carrying trays, serving and clearing tables, assisting with bar meals/banquets/dinner;
 Kitchen helping to prepare hors d'oeuvres and sweets Students may be able spend a day (workload permitting) in most catering areas of this large hotel, areas such as the bakery - helping to make cakes, bread, desserts etc.; the main kitchen - assisting with preparation of starters, salads etc.; the Brasserie Café using skills learnt in other areas and possibly assisting with preparation and service for banquets/weddings/functions;
 Reception work, meeting and greeting customers, administration work using computers and a mock booking system; assisting housekeeping staff who maintain the high standards of this hotel and which may include arranging flowers.
 Students may ask to spend more time in a particular area such as the kitchen depending on their interests- discuss at interview.

Requirements: Should be reliable, have an interest in this line of work and have good communication skills. A good standard of education required especially in maths and english. Some computer skills preferable.

Clothing: Should have good hygiene and be smartly dressed.

Working Hours: 8.30am - 4.00pm Monday to Friday (max 37 hrs)- lunchtimes may be unsupervised

Meal Breaks: One Hour for lunch (must be flexible) meals provided

Interview Required: N

Student to Arrange: Y

Notes: Student to contact employer to arrange an interview / informal chat prior to starting the placement.

Employer's Health & Safety Risk Assessment:

LACK OF KNOWLEDGE, EXPERIENCE & AWARENESS: Student must be supervised at all times.

EQUIPMENT & MACHINERY: CHEMICALS & FLAMMABLE MATERIALS: Student must not come into contact with hazardous machinery or chemicals.

SLIPS, TRIPS & FALLS: Student must not work at heights.

LIFTING & MANUAL HANDLING: Safe manual handling to be shown as required.

WORKPLACE SPECIFIC HAZARDS: Student must take extra care when entering the busy kitchen.

Student must not use deep fat fryers, mincers or slicers in the kitchen.

PERSONAL PROTECTIVE EQUIPMENT: Students are to wear personal protective equipment such as disposable gloves, aprons etc. as directed.

NOTE: -*Students with sickness/ diarrhoea MUST NOT attend and stay away for 48 hours after symptoms have stopped*

Special Notes:

Parents/Guardians will be expected to give details of any health problems e.g. epilepsy, asthma etc on the agreement form

Last Visit Date:

Next Visit Date:

Risk Band: L