

INDUSTRIAL TRAINING LOG BOOK



ANJUMAN-I-ISLAM'S

Institute of Hospitality Management

92, Dr. D. N. Road, Next to Times of India Building, Opp. C.S.M.T. Station, Mumbai - 400 001.

Tel. : +91-22-2265 2272, 2263 2817, 2263 4685

E-mail : principal@anjumanihmct.org • Website : <http://www.anjumanihmct.org>

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INDUSTRIAL TRAINING
LOGBOOK

NAME : Shaikh Ruhaba Abdul Rahim
COURSE : B.Sc in hotel management
ADDRESS : 21/W/2 Shivaji Nagar Govandi
Mumbai - 43

PARENT / LOCAL GUARDIAN Shaikh Abdul Rahim
TELEPHONE NO. & ADDRESS 9769265588 - 21/W/2 Shivaji Nagar
Govandi Mumbai - 43

ESTABLISHMENT _____

Signature
12/11/23

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Dear Student,

1. The training list displayed on the notice board is a **FINAL LIST** and hence there would be no changes or alterations in it.
2. Self-placed students shall take the entire responsibility of their training and the image of the Institute should be upheld all the time causing no harm. However all the rules and disciplines given below are applicable to them as well.
3. Students are required to report together to the person concerned on the exact date and time mentioned in the list without fail.
4. All the students are required to report to the establishment in the following attire except for food production department.

BOYS

1. Well-groomed short hair with short sidelock.
2. Clean shave
3. White full sleeve well ironed shirt
4. Black well ironed trouser
5. Black well polished plain shoes with lace
6. Black plain socks with no designs
7. Black tie
8. Pen and scribbling pad
9. Identity card
10. Well Trimmed nails

GIRLS

1. Well tied up hair with black hair band or black ribbon.
2. White well ironed shirt
3. Black well ironed trousers
4. Black well polished plain shoes without heels
5. Black stockings
6. No excessive make up and jewellery
7. Pen and scribbling pad
8. Identity card
9. Well-trimmed nails

5. However the uniform may or may not change according to the rules and regulations of the establishment. But on the day of reporting you are required to wear the above-mentioned uniform unless the students are training in flight kitchens or they know that their training is in the food production department prior to reporting.

6. Students shall keep their uniform clean and neat always during their training. **A daily close shave is a must. Make sure your nails are trimmed and please have a daily bath.** All students are required to observe Personal Hygiene of high standard at all given times.
7. Maintain **punctuality** all the time during the tenure of your training.
8. **Regular attendance** should be maintained throughout the training period.
9. Students are required to **learn and acquire as much knowledge as possible** as every moment of your training is a moment of learning.
10. Student's are required to adhere by the rules and regulations of the establishment where they are training and **strict self-discipline should be maintained throughout the tenure of training. Any complaints of misconduct or indiscipline received would result in implementation of strict disciplinary action.** Please do not indulge in any sort of arguments with the staff of your organization.
11. All the students are hereby instructed to **keep a constant conscious vigilance on their etiquette, discipline, behavior and mannerisms** throughout the tenure of training as all of them play an important part in building your *total image*.
12. Make sure you keep the reputation of the college on a high profile always.
13. Students are required to **prepare a detailed training report** at the end of the training and the same shall be submitted **in a span of one week after the commencement of the Second Term.**
14. The training certificate shall be submitted on the date of submission of the training report.
15. In case of any sort of problems or difficulties students are required to contact the **college authorities immediately.**
16. Training shall be utilized to fully understand what has been taught in the class and to check variances, if any.
17. Students shall try to improve skills, which are applicable to that particular task.
18. Students shall keep in their mind that there is **no place for ego and shame in this industry.**
19. Students shall observe and learn the duties of fellow workers.
20. Always try to gain cross training. This helps in learning various jobs apart from one's area of interest / specialization.

21. Always learn the point of view of employees. And this may be an experience of a Lifetime.
22. Always observe the problems faced in an organization and learn to solve them. Be alert and watch for any problems / situations and watch how they are tackled by the seniors.
23. Develop contacts for future. Training gives an opportunity to link with the best or even those who are linked with the best.
24. Trainees may have hectic hours of work and hence should be able to cope with the same.
25. Trainees may have to do any sort of job and hence shall develop a sense of dignity of labor.
26. Training opens avenues for employment hence the student shall take the same into their seriousness and learn with total involvement and wholehearted commitment.
27. **A Student is liable to be dismissed from the HS & CS / HMCO / BS (HS) course if he / she produces a Bogus Training Certificate.**
28. Students are requested to keep in touch with the college regularly via (Tel. : 2265 2272, 2263 2817 / 2263 4685 or E-mail : rish_hs@rediffmail.com / principal@anjumanihmct.org). The Principal and the Training Coordinator would always be available there during college working hours to solve your problems, if any. If at all there is utmost urgency, after the normal college working hours you may contact the Principal at his mobile on 9820277835.
29. Any further clarification on the matter of training and placement shall be consulted and solved with the Principal / Training Coordinator.

**Happy Training !!!
Wish you All The Best**

**HARISH SUVARNA
PRINCIPAL**

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POINTS TO BE KEPT IN MIND WHILE TRAINING

Do's:

1. Work with all levels of staff in the hotel.
2. Maintain discipline.
3. Be enthusiastic, positive, innovative and pleasant in nature.
4. Build up your character, health and knowledge.
5. Be honest and hard working.
6. Know the rules and regulation where you are stationed, along with the property itself.
7. Never give up, get up and keep going.

Don'ts:

1. Loose track of training.
2. Give excuses. (Instead give solutions to the problems.)
3. Indulge in illegal and / or sexual matters.
4. Forget to wish your co-workers.
5. Forget to prepare daily reports on training.
6. Be undisciplined, shabbily dressed.
7. Be pessimistic about everything.
8. Take leave without informing.
9. No students are allowed to take any hotel property including matchbox, bottle openers, hotel stationery etc.

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IMPORTANCE OF LOG ENTRIES IN THE LOG BOOK

1. The log entries are required to be entered in the Log Book on a weekly basis and submitted to the faculty co-ordinator, in charge of Training at the end of the training period.
2. Additional pages may be used to make a note of any information required for future reference e. g., a recipe, a system, staff pattern, records maintained. All the students are requested to maintain a Diary / Notebook a part from the Log Book where in you enter all the work done each day.
3. Dates must be clearly indicated so that they may be tallied with the hotel's record of attendance.
4. Record the tasks performed during the week and indicate the resulting development of practical and theoretical aspects.
5. Special observation may include any opportunity to observe or perform tasks other than those included in the daily routine or to compare theoretical information with actual hotel operations.
6. The signature of the sectional supervisor or departmental head and the office stamp is essential.
7. The assessment of the logbook carries marks and must therefore be correctly entered and duly submitted.
8. The log entries may be used for the preparation of a detailed training report after the training.
9. Kindly take this task of maintaining the log book seriously, as this is needed for evaluation on the date of your final examination.
10. There shall not be any delay in submitting the log book to the Training Coordinator. However incase of any technical difficulties the same shall be communicated to the training coordinator promptly.

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POST TRAINING TASKS

Your are requested to submit the following credentials of your training to the Training co-ordinator when asked for.

- A detailed Training Report.....One Original Copy.
Please include the clear photocopies of the weekly log sheets also.
- Performance Appraisals if given to you by the Hotel in sealed envelope.
- Training Certificate.....Two Copies. One Original and a Photo Copy.
Please collect back the original copy immediately after verification.

Students failing to do any of the above mentioned things would be subjected to strict disciplinary action. Each student will be required to give a presentation on your training. The date will be announced after the students report back to the institute.

Principal

NOTES

First day of induction that is on 1 June 2023 they have given all the necessary information of hotel that are there are 287 upscale rooms, signature Jiva spa, saloon and fitness centre, Seamless banquet space of 12000 sqft. Hotel have superior room, deluxe room, premium room, Executive suite, selection suite, Two bedroom family suite. There are 3 restaurant in hotel that is The Konkani Cafe, Thai Pavillion, Tateria and bar which

NOTES

named as work. We get to know on which department we will be working our medical host taken. The second day we have reported to our respected department as i ~~or~~ have got the house keeping department supervisor has allocated work to us along with ~~experience~~ staff and then we learn how to clean a room, washroom, what are things should necessary in trolley or maid's trolley. Which are And in what way trolley has been arranged.

DEPARTMENT

SECTION

House Keeping

Room service

TASKS PERFORMED :

1. How to make room & double bed, single bed. How to set the dust and dust cover.

2. Ho Vacuuming the corridor and room floor

3. Dusting the furniture corridor dusting etc.

4. Cleaning the washroom, ^{and putting} ~~and~~ amenities required in the bathroom that hotel provide.

5. Making amenity boxes

6. Pantry Super cleaning

7. Settling chamber maids trolley.



SIGNATURE OF FACULTY CO-ORDINATOR

FROM (Date)	TO (Date)	WK <u>1</u>
3 June 2023	9 June 2023	

OFF DAY Friday

ABSENT -

DOUBLE SHIFT -

COMPENSATORY OFF _____ in LIEU OF _____

(Indicate dates in space provided)

SPECIAL OBSERVATIONS :

~~Articles go in a amenity box.~~

~~How to insert dust cover.~~

✓
Checking of glass.

Dealing with guest while cleaning the room

[Signature]
15/6/23

SIGNATURE OF SUPERVISOR / DEPT. HEAD
INDICATING NAME AND DESIGNATION

NOTES

* Procedure of making Departure room.

1. Knock 3 times announce 'house keeper'.



2. Open the door, check whether there is lost and or found.



3. Start the cleaning procedure as per [SOP]



4. Start with either Bathroom or Bed



5. after Bed and Bathroom, fill all the supply and amenities.



6. Dusting and vacuuming



7. mopping the floor.

NOTES

To Use: Gently massage over wet hair or body, lather and rinse.

Contains: Amla, Fenugreek, Almond, Licorice, Indian Blackberry & Sunflower.

For any questions, contact customer advisor at: 91-120-4299700 or call 1-800-103-9825 (Toll-free in India). Email: contact@biotique.com, D-105, Phase 2, Noida, U.P.

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SOAP
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DEPARTMENT

SECTION

House Keeping

Room service

TASKS PERFORMED :

1. To clean w/c
2. On the call
3. Solving guest problems
4. Bed making
5. vacuuming corridors
6. Making amenities boxes
7. Updating linen change register
8. Cleaning the stayover rooms as per [SOP]

SIGNATURE OF FACULTY CO-ORDINATOR

FROM (Date)	TO (Date)	WK <u>2</u>
16 June 2023	16 June 2023	

OFF DAY Friday

ABSENT _____

DOUBLE SHIFT _____

COMPENSATORY OFF _____ in LIEU OF _____

(Indicate dates in space provided)

SPECIAL OBSERVATIONS :

1. Chemicals used for cleaning Washroom (K1, K2, K6) series and tasks is the
2. ~~Aere 15~~, ~~Vento 20~~ is the name of the company of vacuume cleaner used by hotel.
3. ~~an initiative~~ that supply is from bristigum
4. Items like hand towel and face towel are from well spun hospitality

[Signature]
15/6/23

SIGNATURE OF SUPERVISOR / DEPT. HEAD
INDICATING NAME AND DESIGNATION

NOTES

linen cupboard



Bed making (Traditional st)



Vacuum cleaner

NOTES

PRESIDENT

1111 SELE

Dear Guest,

We were unable to provide you with Housekeeping Service as there was a 'Privacy Please / No Response' sign on your door.

Please call 'ASK' at extension '0' at your convenience.

Thank You,

Team Housekeeping.

Date:

Time:

Room No.:

Card insert in the DND room

DEPARTMENT

SECTION

House Keeping --

Florist

TASKS PERFORMED :

1. Refreshing the flowers.
2. Making bouquet
3. Decorating birthday rooms and
4. Arrangement of flowers.
5. Placing the bouquet in the right place.
6. Making note of the types of bouquet, flowers used in the hotel.

SIGNATURE OF FACULTY CO-ORDINATOR

FROM (Date)	TO (Date)	WK <u>3</u>
17 June 2023	23 June 23.	

OFF DAY Friday [23 June 2023]

ABSENT _____

DOUBLE SHIFT _____

COMPENSATORY OFF _____ in LIEU OF _____

(Indicate dates in space provided)

SPECIAL OBSERVATIONS :

1. Types of bouquet (one side, hand bouquet, fish bowl, round etc)
2. Types of arrangement (ball, cylinder etc)
3. Types of flower used (Chrysanthemum, African daisy, Roses, Carnation, Asiatic lily, oriental lily, daisy etc)
4. Colour combination (pink, white), (green, white) etc

[Handwritten Signature]
17/6/23

SIGNATURE OF SUPERVISOR / DEPT. HEAD
INDICATING NAME AND DESIGNATION

NOTES

How to clean the occupied room:-



1. Open the curtain for on the light (if it is off)



2. Empty the dustbin



3. making the bed changing the bed sheets



4. making the washroom



5. check whether all the amenities are there or not



6. If not refill all the amenities



7. Take a look whether all are returned.

LAUNDRY SERVICE



Please Dial 'ASK'

Guest Name: _____

Room Number: _____ Date / Time: _____

Required by : Today

Tomorrow

Total Pieces

Special Instructions: _____

- Please Note:
- The clothes will not be picked up unless this slip is duly filled up and signed (both sides)
 - 24 hours laundry service
 - You are requested not to leave your laundry outside your room
 - Liability for loss and damage will be limited to a maximum of 10 times the cost washing charges against production of evidence for the damaged piece*
 - All claims must be made within 24 hours of delivery and must be accompanied by the original list

Guest Signature _____

Terms & condition apply

Please turn over the leaf for the price list

DEPARTMENT.	SECTION
House keeping	Room service

TASKS PERFORMED :

1. Vacuuming and Dusting vacant rooms.
2. Cleaning the Stayover rooms.
3. Cleaning and making check out / departure / Run out room as per SOP.
4. completed the follow up room.
5. Receiving laundry for the guest.
6. Making amenity boxes.

SIGNATURE OF FACULTY CO-ORDINATOR

FROM
(Date)

TO
(Date)

WK 4

24 June 2023

30 June 2023

OFF DAY

26/6/23, 28/6/23, 29/6/23

ABSENT

DOUBLE SHIFT

COMPENSATORY OFF _____ in LIEU OF _____

(Indicate dates in space provided)

SPECIAL OBSERVATIONS :

1. Hotel has '287' sellable room in which there are three categories:
 1. Superior - 2nd to 8th floor
 2. Deluxe - 9th to 14th floor
 3. Premium - 15 to 17th floor.
2. #205 is a doctors room and 219 not sellable
#402, 404 and 502 are room of owner
3. 820 is a office
4. 606 is a room of direct of HR.

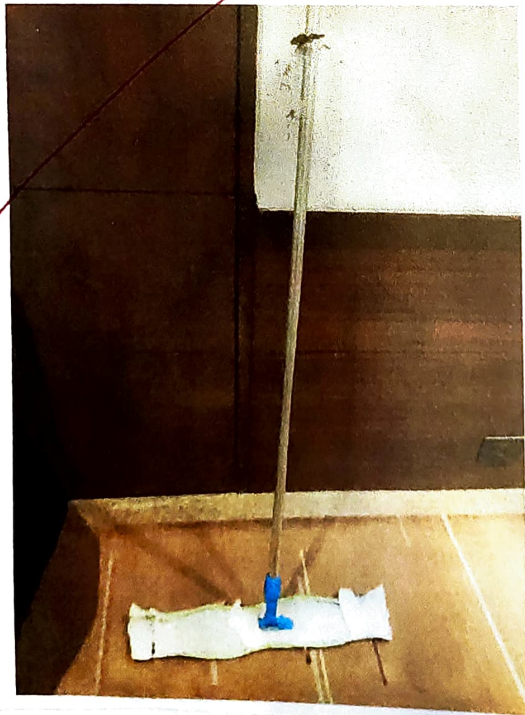
SIGNATURE OF SUPERVISOR / DEPT. HEAD
INDICATING NAME AND DESIGNATION

[Handwritten Signature]

NOTES



Linen Room



Dry map

NOTES

Front OFFICE



DEPARTMENT

SECTION

Front office

frontdesk

TASKS PERFORMED :

1. Decorating arti thali (ATS) Arti, Tika, garland.
2. Making ice tea
3. Generating key cards
4. Guiding the guest
5. Solving guest queries.
6. Luggage handling
7. Welcoming the guest
8. Escorting the guest.

SIGNATURE OF FACULTY CO-ORDINATOR



FROM (Date)	TO (Date)	WK <u>57</u>
1 July	8 July	

OFF DAY Saturday 7 and 8

ABSENT _____

DOUBLE SHIFT _____


COMPENSATORY OFF _____ in LIEU OF _____

(Indicate dates in space provided)

SPECIAL OBSERVATIONS: Types of rooms.

There are 103 Superior Queen, 27 Superior Twin, 69 Relax Queen Bed, 21 Relax Twin, 43 Premium Queen Bed, 15 Executive Suite, 6 Selection Suite, 56 Twin Rooms, 21 Interconnecting.

#615 is handicap-room (handle with care), 7th floor is smoking floor.


SIGNATURE OF SUPERVISOR / DEPT. HEAD
INDICATING NAME AND DESIGNATION

NOTES

ROOM NUMBER

NUMBER OF BAGS

037011

ROOM NUMBER

NUMBER OF BAGS

037011

Arrival tag:-

• used when the guest check in the hotel and his/her luggage is tied by this tag.

• The tag is used while handling the luggage of check in guest.

• It has Room no & Number of Baggage

About meal plan:-

There are

[EP] :- European plan.

[AP] :- American plan.

[C.P] :- continental plan.

[MAP] :- Modified american plan.

If EP guest ask for breakfast.

Offer him/her the package of buffet at barterria [7:00 - 10:30]

rate :- 850 + taxes i.e :- ₹ 1,003 [ATZ]

All inclusive

NOTES

For wifi:- There is
wifi facility
available (password:-
Room# last name)
small

Standard plan:- Free
per night - chargeable
(device can connect
at time)

* Hold up card →

It is used when
guest keep his luggage
for more than
2 days.

S

PRESIDENT
1111 SELECTIONS

1956

Name:
Room No:
No. of Baggage:
Date of Retrieval:
Signature of Team Associate:
Date:

S

1956

Room No.:
Date:
Signature of Team Associate:

DEPARTMENT	SECTION
Front office	Front desk

TASKS PERFORMED :

1. Making welcome drink.
2. Recreate arti thali
3. Escorting the guest
4. Making key card
5. Escorting the guest
6. Welcoming the guest by doing ATG.
7. Updating guest feed book.
8. Tagging the luggage
9. Solving guest queries.

SIGNATURE OF FACULTY CO-ORDINATOR

FROM (Date)	TO (Date)	WK <u>6</u>
9 July	16 July	

OFF DAY Sunday 9, 16.

ABSENT _____


DOUBLE SHIFT _____

COMPENSATORY OFF _____ in LIEU OF _____

(Indicate dates in space provided)

SPECIAL OBSERVATIONS :

1. How to place guest mail.
2. How to enter [only] occupied no luggage room.
3. when a guest ask for a room key always reconfirm his / her last name and room no before giving the key.
4. Visitor are not allowed after 10 pm and before 9 am.


 SIGNATURE OF SUPERVISOR / DEPT. HEAD
 INDICATING NAME AND DESIGNATION

NOTES

Room No. _____

No. of Bags _____

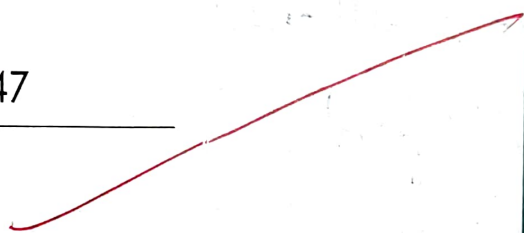
No. 013547

Room No. _____

No. of Bags _____

No. 013547

Name _____
Room No. _____



S

As soon as guest check from lobby to room this card is placed on a luggage.

↓
Luggage hold card
(Note :- used to store guest luggage for long period of time)

DEPARTMENT

Front desk office

SECTION

Front desk.

TASKS PERFORMED :

1. Filled registration card
2. Relivered guest card parcel
3. Checked out leaves.
4. Luggage handling at bell desk.
5. Learn how to fill 'C form'
6. Escorting guest to the room.
7. Made room key.
8. Helped GRE To place the cake in the guest room and helped in decoration
9. Making of arti ki thali
10. Generating key cards.

SIGNATURE OF FACULTY CO-ORDINATOR

FROM (Date)	TO (Date)	WK <u>7</u>
17 July	23 July	

OFF DAY 17 Monday

ABSENT _____

DOUBLE SHIFT _____

COMPENSATORY OFF _____ in LIEU OF _____

(Indicate dates in space provided)

SPECIAL OBSERVATIONS :

1. Form 'C' form. Two major document are passport and visa. And there are different types of visa. eg: - B1, B2 (for business)
2. For rig card while making shares never click on yes when pop-up come off payment.
3. always enter '0' in share while updating the rig card.


 SIGNATURE OF SUPERVISOR / DEPT. HEAD
 INDICATING NAME AND DESIGNATION

NOTES

Procedure of 'C' form.

* Document required :- passport and VISA.

Procedure :-

- Go To mapping tool

- Edit the photo

- Save to desktop

- Choose file (select photo)

- successfully update

- Select special categories

(i.e. (other))

- For visa (other)

- city / Nationality

- Address reference (Hotel address)

- passport no. (all detail needs to

- Visa (be filled)

- ↓
- Types of Visa (eg. B. (Business))

- Arrival Information

- Date of arrival (stamp)

- (DOA) in hotel (check in date)

- Time of arrival (from reg card)

- Duration (no of night)

- other details

NOTES



ATG



Cards that contains Information and maps of Tourist attraction places



Luggage trolley.



Flower arrangement in lobby.

DEPARTMENT

SECTION

Front desk office

Front desk

TASKS PERFORMED :

1. Generate Tax invoice
2. Updated Email in check-out regard
2. Transfered record to device from laptop
3. Updated record.
4. Slotting of bills
5. Relating of bills
6. Arranging files.
7. Distributing newspaper
8. Welcoming the guest by doing (ATG)

SIGNATURE OF FACULTY CO-ORDINATOR



FROM (Date)	TO (Date)	WK <u>8</u>
24 July	31 July	

OFF DAY Monday 24.

ABSENT 28, 30, 31.


DOUBLE SHIFT _____

COMPENSATORY OFF _____ in LIEU OF _____

(Indicate dates in space provided)

SPECIAL OBSERVATIONS :

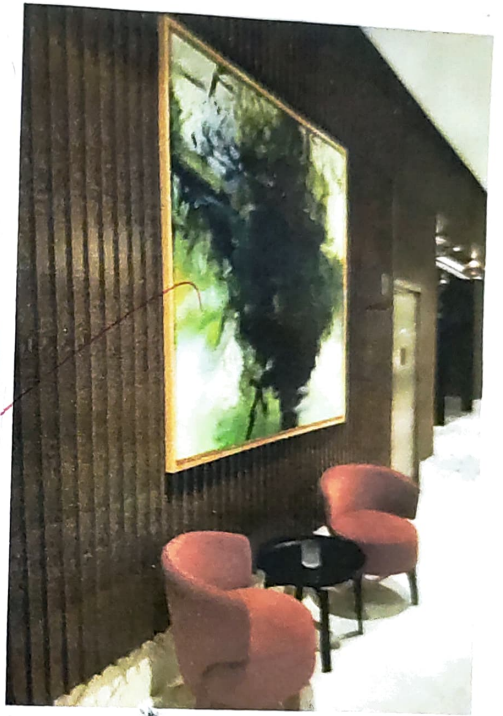
- IHCL Provide NewPass (TATA NEU)
- ST. New coin with every booking -
- It is used across multiple brands.
- Epicur (It is special membership which we provide our guest or in-circ guest for special discount. It has two card which are of 25,000₹ and 17,500₹ respectively)


SIGNATURE OF SUPERVISOR / DEPT. HEAD
INDICATING NAME AND DESIGNATION

NOTES



→ This card holder that is epicure holder get special percent discount on stay, meal and spa.



→ Welcome drink Trolley.

NOTES

Food & Beverage



DEPARTMENT

SECTION

Food and Beverage

[Restaurant]

TASKS PERFORMED :

1. Clearing Dining clearance.
2. Wiping the plates
3. doing table setup.
4. helping to to serve the guest.
5. Make Dining parcel.
6. Making sugar candy.
7. folding napkins
8. To serve the food.

SIGNATURE OF FACULTY CO-ORDINATOR

FROM (Date)	TO (Date)	WK <u>9</u>
1 August	7 August	

OFF DAY 1, 2, 3, 4

ABSENT _____

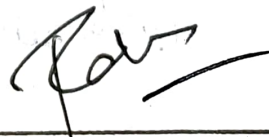
DOUBLE SHIFT _____

COMPENSATORY OFF _____ in LIEU OF _____

(Indicate dates in space provided)

SPECIAL OBSERVATIONS :

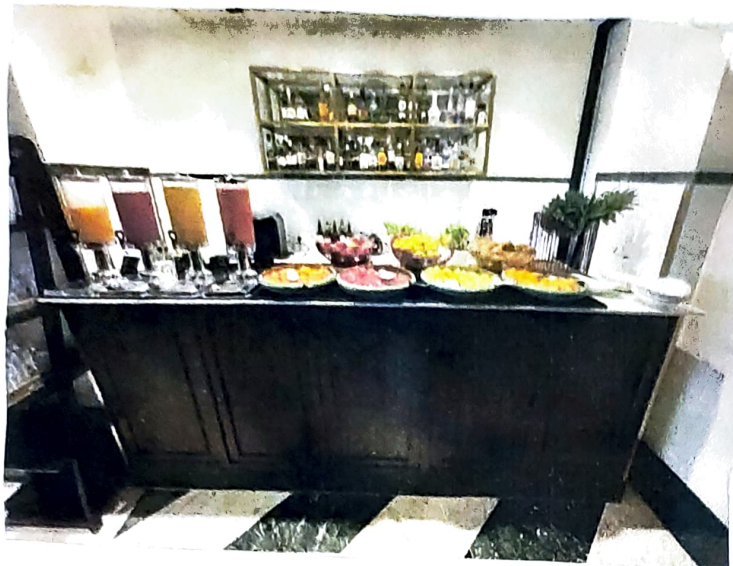
- ~~1. How to serve different dishes~~
- ~~2. Making different mocktail~~
- ~~3. Managing to work in crowd~~
- ~~4. Different types of napkin fold~~
- ~~5. Setting the table to the guest~~
6. How to take order.
7. How to punch the order.



SIGNATURE OF SUPERVISOR / DEPT. HEAD
INDICATING NAME AND DESIGNATION

NOTES

* Morning Breakfast Buffet *



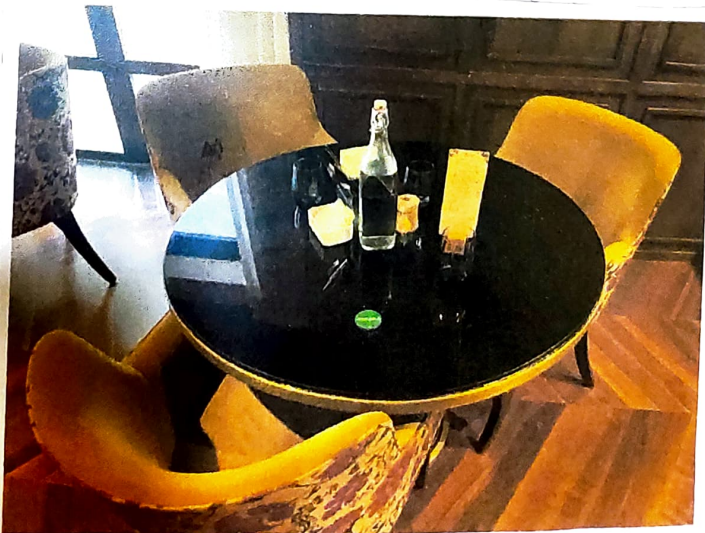
→ Juice and fruit counter



→ Cheese counter



Table setup. ←



NOTES

How to make virgin strawberry martini

↓
To take some sugar syrup

↓
Some lemon syrup.

↓
Crush Strawberry syrup.

Take some ice in a glass

↓
Mix it well

↓
~~pour in the martini glass.~~

↓
Garnish with some
crushed ice
(Add it after pouring the juice)

↓
line the glass with salt

DEPARTMENT

SECTION

Food and Beverage

[Restaurant]

TASKS PERFORMED :

1. Serving the wine
2. Folding the napkins
3. How to make bill (the guest when there is a number of new pass)
4. Making rocktails (mojito, fresh lime soda, virgin pirosolada etc)
5. punching the order of breakfast
6. picking the indent
7. Stacking the wine bottle
8. Making pizza boxes

SIGNATURE OF FACULTY CO-ORDINATOR

NOTES

Offers and set up menu

PRESIDENT
BY SELEQTIONS

— 50 GLORIOUS YEARS —

Trattoria

Savour the highlights of Italy's rich culinary heritage,
with our chef's exclusive SeleQTions!

LIMITLESS
INDULGENCES

ENR 1450
per person

ITALIAN
CLASSICS

Monday to Saturday | 12 Pm - 8pm

*Terms and conditions apply



NOTES

How to make virgin pina colada

1. One scoop of vanilla ice cream
↓

2. little or coconut syrup.
↓

3. Pineapple juice $\frac{1}{4}$ glass
↓

4. ~~Shake together~~

DEPARTMENT

SECTION

Food and Beverage

(Restaurant)

TASKS PERFORMED :

1. punching order
2. taking order and serve the guest.
3. Making different types of mocktails
4. Serving wine.
5. Doing clearance.
6. folding the napking
7. Doing table set up.
8. making sugar cady.
9. making pizza boxes

TR

SIGNATURE OF FACULTY CO-ORDINATOR

FROM (Date)	TO (Date)	WK <u>11</u>
16 August	23 August	

OFF DAY 16 Wednesday, 23 Wednesday

ABSENT _____

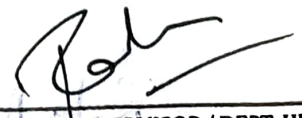
DOUBLE SHIFT _____

COMPENSATORY OFF _____ in LIEU OF _____

(Indicate dates in space provided)

SPECIAL OBSERVATIONS :

Dishes served in breakfast - Idli, JSanasa, Chole, ~~son~~ jilebi, Dhokla, Bacon, chicken sausage, pepperoni, juices [pineapple juice, watermelon juice, vanilla shake, carrot juice], cupcakes, crossant, slice cake, baked yogurt, yogurt [guest also order from this table - there is a specific menu for the breakfast eg - panake, waffle, french toast, ~~doe~~ raska doo etc]



SIGNATURE OF SUPERVISOR / DEPT. HEAD
INDICATING NAME AND DESIGNATION

NOTES

The President Trattoria

RUSH

Order No: K00011361

Table No: 37 PAX: 1

Date & Time: 29/08/2023 1:24 PM

Waiter: HEMANT GULIANA

A la carte

→ KOT [Kitchen order Ticket]

Qty	Description	Seat No
1	CLASSIC CHICKEN EGG DROP SOUP HP	
1	BAKED JOHN DORY HP	
1	PICK UP SOUP	
	MAIN COURSE	
	TUES t 16	

Kitchen: Trattoria
Kitchen

1 CLASSIC CHICKEN EGG DROP SOUP HP

1 BAKED JOHN DORY HP

Kitchen: PICKUP

1 PICK UP SOUP
MAIN COURSE
TUES t 16



Fiana (Speciality of the restaurant)



Baba Au Rhum. ←

NOTES



strawberry martini



→ Alfresco

Sugar caddy that includes 4 slender.
2 ~~pac~~ packet of brown sugar and
8 packet of white sugar



DEPARTMENT


SECTION

241 Food and Beverage

Restaurant

TASKS PERFORMED :

1. Refilling the boxes from the loaf.
2. folding tissue
3. Making sugar candy.
4. Doing the table setup.
5. Clearing of the buffet.
6. Alloting the guest
7. Solving guest queries.
8. Receiving the food from the hot plate.
9. Making cocktails.


SIGNATURE OF FACULTY CO-ORDINATOR

FROM (Date)	TO (Date)	WK <u>12</u>
29 August	31 August	

OFF DAY 30 Wednesday

ABSENT _____

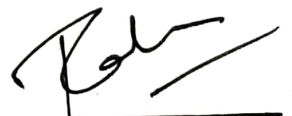
DOUBLE SHIFT _____

COMPENSATORY OFF _____ in LIEU OF _____

(Indicate dates in space provided)

SPECIAL OBSERVATIONS :

1. How Folding of tissues
2. Folding of napkin
3. Working in the busy time
4. punching the orders
5. Escorting the guest till the table
6. Making different types of cocktails
7. Table set up.



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NOTES



→ Indian Red wine



← Cheese and cake and Bread counter

NOTES

Sales and

~~Marketing~~

DEPARTMENT

SECTION

Sales and Marketing

Catering Sales

TASKS PERFORMED :

1. Taking calls of the guest.

(Question to be asked)

Name of the guest?

What is the type of event?

How many total pay?

Contact number of the guest?

email address of the guest?

When is the guest event?

2. Making icon

3. Releasing eo taking signature

4. hearing the banquet size.





SIGNATURE OF FACULTY CO-ORDINATOR

FROM (Date)	TO (Date)	WK <u>13</u>
1 September	8 September	

OFF DAY 3 Sunday

ABSENT _____

DOUBLE SHIFT _____

COMPENSATORY OFF _____ in LIEU OF _____

(Indicate dates in space provided)

SPECIAL OBSERVATIONS :

Ball room :- 5000 sqft [It has Three parts north, south and
~~forum and capital :- 1800 sqft~~ central]
 Assembly :- 1200 sqft
 When there is minimum 75% pax then its held in
 forum and capital as it hold the capacity of that much
 Ball room hold the capacity of more than 75
 plus people more than 75 - 0

Car
 SIGNATURE OF SUPERVISOR / DEPT. HEAD
 INDICATING NAME AND DESIGNATION

DEPARTMENT

SECTION

Sales and Marketing

Room sales

TASKS PERFORMED :

1. Updating icon
2. Taking calls
3. Releasing eo
4. Collecting information about room room sales booking
5. Collecting information of marketing
6. Gathering information about how does reservation happen for group as well as for FIT.

 
SIGNATURE OF FACULTY CO-ORDINATOR

FROM (Date)	TO (Date)	WK <u>14</u>
9 September	18 September	

OFF DAY 10 Sunday, 12 Tuesday

ABSENT _____

DOUBLE SHIFT _____

COMPENSATORY OFF _____ in LIEU OF _____

(Indicate dates in space provided)

SPECIAL OBSERVATIONS :

1. updating icon :- It is basically filling the details in the excel sheet of all the event which contain all the information like venue, rate, date, per etc.
2. How to block the banquet for the event.
3. Observing how does the show round happen.
4. Global website that are used for booking rooms for major companies like website like GPP, AMA DEU etc.

Dunn

SIGNATURE OF SUPERVISOR / DEPT. HEAD
INDICATING NAME AND DESIGNATION

NOTES

Food Production

And

~~Bakery.~~

NOTES



→ Cookies.



Different flavours of pastry. ←

DEPARTMENT

SECTION

Bakery.

TASKS PERFORMED :

1. Decorating cakes
2. Garnishing cat pastries
3. Making Baked yogurt
4. Helping while making Bread.
5. Making almond rocks.
6. Cleaning and arranging the boxes.
5. Picking Collecting ingredients
6. Baking croissant


SIGNATURE OF FACULTY CO-ORDINATOR

FROM
(Date)

TO
(Date)

WK 18

16 September

22 September

OFF DAY _____

ABSENT _____

DOUBLE SHIFT _____

COMPENSATORY OFF _____ in LIEU OF _____

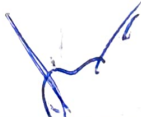
(Indicate dates in space provided)

SPECIAL OBSERVATIONS :

1. Recipe of Baked yogurt

2. Garnishing the pastries

3. Making of almond rock.


SIGNATURE OF SUPERVISOR / DEPT. HEAD
INDICATING NAME AND DESIGNATION

NOTES

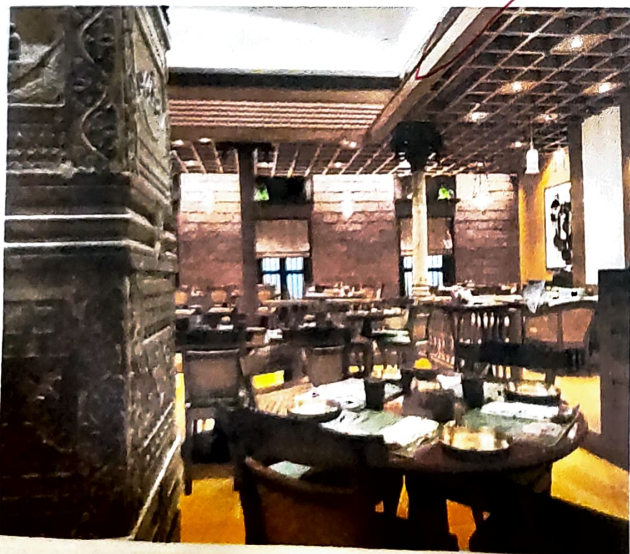
Cutting for Salad



Pantry setup.



Cutting to give a rich dish.

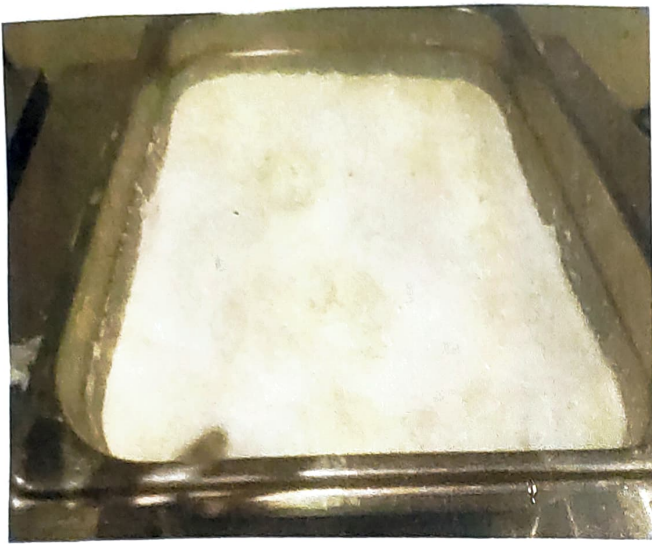


The Kankan Cafe



NOTES

White chutney
↗



Recipe of white chutney: -

- Chanadal, grated coconut, curry leaves, salt, water
- grind them together till thick consistency

Red chutney



~~Recipe of red: - Tamarind, jaggery, chutney~~

- Curry leaves, Kashmiri red chilli, onion, salt, Sangam red chilli powder (for red colour), water
- grind them together till thick consistency

DEPARTMENT

SECTION

Food production

Pantry

TASKS PERFORMED :

1. Making chutney
2. Making of salad
3. Making of egg curd rice
4. Making different types of salad
5. Chopping Onion
6. Cutting lady finger
7. Soaking pulses
8. Picking up indend
9. Picking Butchery

SIGNATURE OF FACULTY CO-ORDINATOR

FROM
(Date)

TO
(Date)

WK 16

23 September

30 September

OFF DAY 23 September Saturday, 28 Thursday, 29 Friday

ABSENT _____


DOUBLE SHIFT _____

COMPENSATORY OFF _____ in LIEU OF _____

(Indicate dates in space provided)

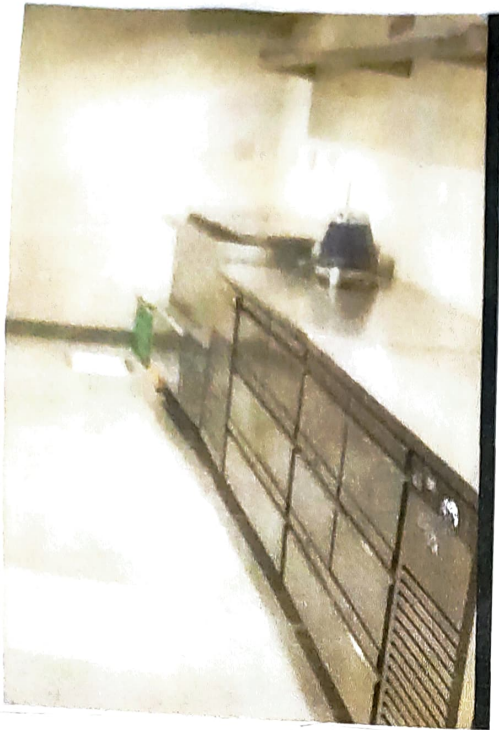
SPECIAL OBSERVATIONS :

1. Recipe of white chutney
2. Recipe of red chutney
3. Recipe of papaya salad
4. ~~St. Different types of cutting and chopping~~
5. Recipe of ~~and~~ Rice
6. Ingredient of that goes in sarbhan
7. Ingredient that goes in sarbhan.


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INDICATING NAME AND DESIGNATION

NOTES

Pantry.



+ 1st First draw

There are total 12 draw which contain different thing like cutting, salad, pickles, chutney etc.

first ~~draw~~^{line} consist of all the vegetables like lemon,

Coriander, beetroot, carrot etc.

Second lane consist of first lemon, onion and tomato cutting, Third lane consist of Red and white chutney, fourth lane consist of salad, curd rice and pickles.

NOTES

Butchery



→ Mackerel.



↓
Pink Prench.

→ Perfret...

DEPARTMENT

Food production

SECTION

Pantry

TASKS PERFORMED :

1. Refilling the dessert such as sale curry, payasam, am panna, Butther milk
2. Making filter coffee
3. Making red chutney
4. Making white chutney
5. Cutting tomatoes for sambhar and rasam.
6. ~~peeling~~ cleaning chilli
7. Chopping Onion
8. Soaking Dal and pulses

SIGNATURE OF FACULTY CO-ORDINATOR

FROM
(Date)

TO
(Date)

WK 17

1 October

7 October

OFF DAY

6 Friday

ABSENT

DOUBLE SHIFT


COMPENSATORY OFF

in LIEU OF

(Indicate dates in space provided)

SPECIAL OBSERVATIONS :

1. Different types of cutting and Chopping
2. Recipe of soh curry
3. Recipe of butter milk
4. Making of sambhar
5. Making of pickel
6. Making of cucumber salad
7. Recipe of rasam


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INDICATING NAME AND DESIGNATION

NOTES

Curd rice



Recipe: - Curd, rice, milk
mix them together,
add some salt



Add tadka that consist
of ginger, green
chilli, urad dal, mustard
seed, oil, curry leaves.

↓
mix them together

DEPARTMENT

SECTION

Food production

TASKS PERFORMED :

1. Frying jilbi
2. Making Paneer
3. Making paratha
4. Making red chutney
5. Making white chutney
6. Refilling sole curry, paneer, Butter milk, and paneer.
7. Cutting & tarstas for sarohan and soan.
8. Chopping Onion


SIGNATURE OF FACULTY CO-ORDINATOR

FROM
(Date)

TO
(Date)

WK 18

8 October

15 October

OFF DAY 13 Wednesday, 13 Friday

ABSENT _____

DOUBLE SHIFT _____

COMPENSATORY OFF _____ in LIEU OF _____

(Indicate dates in space provided)

SPECIAL OBSERVATIONS :

1. Making of Appam
2. Recipe of jalebi
3. Ingredient that goes in lacha parathas
4. Recipe of Butter rith
5. Recipe of curd rice
6. Recipe of Beetroot pachodi
7. Recipe of roong salad.

Joseph


SIGNATURE OF SUPERVISOR / DEPT. HEAD
INDICATING NAME AND DESIGNATION