# APPRENTICESHIP REPORT AT SONAVIEW HOTEL

In Partial Fulfillment of the Requirement for Three-Year Diploma Program of English Study Program of State Polytechnic of Bengkalis



# <u>RIA RAMADANI</u>

**Reg. Number: 520311155** 

# ENGLISH STUDY PROGRAM LANGUAGE DEPARTMENT STATE POLYTECHNIC OF BENGKALIS

2024

#### **APPROVAL SHEET**

# APPROVAL SHEET APPRENTICESHIP REPORT AT SONAVIEW HOTEL

Written as one of the conditions for completing Apprenticeship

# RIA RAMADANI 5203211155

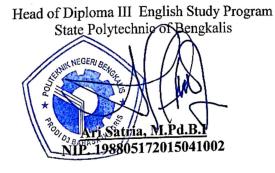
Bengkalis, June 26<sup>th</sup>, 2024

General Manager, Sonaview Hotel SO 1M Eka Sari Dewi

Advisor

Agnes Arum Budiana, S.Pd., M.Pd. NIP.198907292022032008

# Approved by:



i

# **ACCEPTANCE SHEET**

This is certifying that we have been examined the apprenticeship report of **Ria Ramadani Reg. Number 5203211155** who has done the apprenticeship at **Sonaview Hotel** start from February  $26^{th}$  – June  $26^{th}$  2024. This report is used for partial fulfillment of the State Polytechnic of Bengkalis. This report is complete and satisfactory in all respects, and any all revisions required by the aprenticeship report examine comitted had been made.

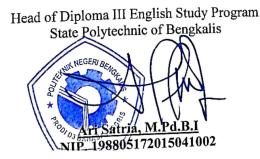
Bengkalis, July 15th, 2024

Accepted by:

Advisor

Agnes Arum Budiana, S.Pd., M.Pd. NIP.198907292022032008

#### Approved by:



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We give thanks to the presence of God who always gives grace to help me complete and complete this internship report at the Sonaview Hotel on time.

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There may be many errors in writing this internship report. Therefore, all suggestions and criticism from any party are very important in making this report.

Bengkalis, June 27<sup>th</sup>, 2024

Ria Ramadani Reg. Number: 520311155

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# CHAPTER I INTRODUCTION

# 1.1 Background of Apprenticeship

Internships or practical work are activities carried out by students to learn to work directly in the world of work, to gain experience and learn to socialize. Internships aim to broaden students' insight and train students' personalities to get to know and communicate with new people. Internships are carried out by college students at least when they reach the sixth semester for several months, but it is not only students who can do internships, they can also be students or teachers.

State Polytechnic of Bengkalis is a campus that was founded in 2001 and is the only state campus in Riau Province, State Polytechnic of Bengkalis is abbreviated as Polbeng. Currently Polbeng has 8 majors, and there are many study programs, one of which is the language major, the English D3 study program which has two graduation requirements, namely an internship report and a final assignment.

Internship activities can be carried out at any company, which can provide experience providing useful lessons for students, one of which is an internship at a hotel.

A hotel is a lodging service company that provides the best facilities or equipment. There are many hotels available in Riau Province, one of which is the Sonaview Hotel.

Sonaview Hotel is accommodation with good facilities and satisfactory service quality according to most guests. Sonaview Hotel was founded in 2020 and is located on Jalan Pattimura No. 40 Dumai Kota Subdistrict, Dumai Kota District, Dumai City, Riau. Sonaview is a 3-star hotel. Sonaview Dumai has two types of rooms, namely Superior with 42 rooms with an area of 19 square meters, and Deluxe with 36 rooms with an area of 21 square meters.

Doing an internship at Sonaview Hotel will certainly give you a valuable experience and can train students to socialize with new people and gain direct knowledge related to the knowledge and experience they have. This internship activity was conducted from 26 February 2024 until 26 June 2024.

### **1.2** Purpose of Apprenticeship

- 1. To find out the job description in F&B Service of Sonaview Hotel
- 2. To find out the system and procedure in F&B Service of Sonaview Hotel
- To find out the kind and description of activity in F&B Service of Sonaview Hotel

#### **1.3 Significance of the Apprenticeship**

In this section, three key aspects of significance will be explained, namely: significance for the Apprentice, significance for State Polytechnic of Bengkalis and significance for the company.

#### **1.3.1** Significance for the Apprentice

Internship activities can enable students to learn independently, gain experience working directly in the world of work and train students to easily socialize with other people.

#### 1.3.2 Significance for State Polytechnic of Bengkalis

Internships help Polytechnics in preparing the quality of graduates and preparing them to enter the world of work. Internships thus help polytechnics develop and implement curricula. By having internship activities, foreign companies can get to know the State Polytechnic of Bengkalis

#### **1.3.3** Significance for the Company

The internship program enables Sonaview Hotel to source and recruit skilled, experienced and dedicated candidates while enhancing its brand and image. The company's work can be made easier with help from interns

# CHAPTER II GENERAL DESCRIPTON OF THE COMPANY

#### 2.1 Sonaview Dumai Hotel History



Figure 1. Sonaview Hotel Profile

Sonaview Hotel is a company operating in the Hospitality sector which is very focused on guest satisfaction and comfort by prioritizing service quality. Based on the definition of Hospitality itself which means hospitality, the embodiment of welcoming guests with freedom and comfort, this is where Sonaview Hotel exists to restore the essence of service to hotel guests.

Sonaview Hotel is very strategically located in the center of Dumai city, making it ideal for visitors who want to explore this city. Located close to transportation and shopping centers, this hotel makes it easy for guests to explore the city and access various main facilities.

The Hotel rooms are well designed and very comfortable. Each room is equipped with air conditioning, a flat-screen television, coffee/tea making facilities, a refrigerator and more. These rooms provide the perfect place to relax after exploring Dumai city all day. One of the main attractions at Sonaview Hotel is their restaurant which offers delicious dishes. Guests can enjoy authentic Indonesian specialties, as well as delicious international dishes. The breakfast served every morning in the restaurant is also very delicious and suitable for families staying overnight.

Sonaview Hotel is a hotel located in Dumai City, Indonesia. This hotel was just established on February 20<sup>th</sup>, 2020 and has modern facilities with a total of 78 rooms spread over 7 floors.

Seeing developments in the Hotel Industry from year to year tend to increase and are supported by government programs in the tourism sector, both local and central which are quite good, this is one of the motivations for establishing Sonaview Hotel. Reviewing and studying complaints about the services provided by Hotel Operators at this time, Sonaview Hotel sees a good opportunity to provide a commitment to increasing revenue, assistance and management of different and professional guest services.

Grand Opening on February 20<sup>th</sup>, 2020, Sonaview Hotel has provided comfortable accommodation services in Dumai City Center and has provided excellent service to guests. With its excellent service, adequate facilities and competitive prices, Sonaview Hotel has become the choice of place to stay in Dumai City when traveling, on business trips or meeting activities, both private and government.



Figure 2. Ribbon cutting at the inauguration of Sonaview Hotel

#### 2.3 Sonaview Hotel Vision and Mission

# 2.2.1 Vision

To become a professional local hotel management with a good reputation, strong and brave in facing high competition in the hotel industry

#### 1.2.1 Mission

- Creating a positive and conducive work environment, where employees can be motivated to be the best in everything they do.
- Provide comfort and satisfaction in meeting guest needs, by treating guests as part of a family and not as customers.
- Developing good, mutually beneficial relationships for business partners based on trust, independence and always providing the best results.

#### 2.4 Kind of Business

Sonaview hotel consists of seven floors with unique designs and colors so that guests feel interested and comfortable. Sonaview Hotel has facilities that support guest activities. Very affordable costs, open 24-hour service. Sonaview Hotel has a variety of food that really appeals to guests' tastes. Below are several explanations regarding the facilities at the Sonaview Hotel:

#### 2.3.1 Sonaview Hotel Room Types

There are two types of rooms at Sonaview Hotel Dumai: Superior with 42 rooms measuring 19 square meters, and Deluxe with 36 rooms measuring 21 square meters. Each room has a minimalist interior appearance with light brown room that can accommodate up to 240 people, as well as a restaurant called Sundara which serves various cuisines, both western, Chinese and Indonesian.

#### **A. Superior Room**

Superior rooms usually have a smaller area than deluxe rooms, which have many facilities. as explained in the bellow:

# SUPERIOR DOUBLE

# SUPERIOR TWIN



Figure 3. Superior Room Details

# Facilities

- a. Basic
- Breakfast for 2 Pax
- b. Room Amenities
- Air Conditioner
- LED TV 42 inch Multisystem
- Water Heater for Coffee & Tea
- Reading Light
- Desk Lamp

- Luggage Rack
- Hanger
- c. Bathroom Amenities
- Hot & Normal Water
- Shower
- Towel
- Toiletries

# **B. Deluxe Room**

Deluxe rooms usually have a larger area than superior rooms,

which have many facilities. as explained in the picture:



Figure 4. Deluxe Room Detail

### Facilities

- a. Basic
- Breakfast for 2 Pax
- b. Room Amenities
- Air Conditioner
- LED TV 42 inch Multisystem
- Refrigerator Minibar
- Water Heater for Coffee & Tea
- Reading Light
- Desk Lamp

### 2.3.2 Sonaview Hotel Facilities

- Luggage Rack
  - Hanger
  - c. Bathroom Amenities
  - Hot & Normal Water
  - Hair Dryer
  - Shower
  - Towel
  - Toiletries

Other facilities include 24-hour room service, a meeting room that can accommodate up to 240 people, as well as a restaurant called Sundara which serves various cuisines, both western, Chinese and Indonesian. The following is an explanation regarding the facilities at the Sonaview Hotel:

#### A. Meeting Room

A meeting room is a room that functions as a place for gathering, discussions, meetings, celebrations, to determine priorities or create goals. Sometimes, this room is also used for special purposes, such as holding company entrance tests, onboarding, interviewing prospective workers, and so on. Sonaview has 5 meeting rooms, namely: Pinus, Cemara, Cendana, Gaharu and Ball Room (Pinus, Cemara, Cendana, Gaharu).

Meeting rooms provide services in the form of:

- Meeting Table Setup
- Meeting Equipment (Projector, Screen, Flipchart, Markers, Podium, Stage. Laser Pointer)
- Meeting Facilities (Drinking Water, Notepad, Pencils, & candy)
- Standard sound system with 2 microphones
- Free Wifi
- 21% service fee and applicable government tax. Coffee Break consists of coffee, tea and 2 types of snacks



Figure 5. Sonaview Meeting Room Overview

BOOM	DIMENSION		CAPACITY			
ROOM NAME	W x L	HEIGHT	CLASS ROOM	U-SHAPE	ROUND TABLE	THEATRE
BALLROOM	12.10 x 21.22 M	2.70 M	150	50	100	240
PINUS	15 x 5.34 M	2.70 M	30	20	24	50
CEMARA	12.10 x 6 M	2.70 M	36	20	24	60
CENDANA	12.10 x 5 M	2.70 M	36	20	24	60
GAHARU	12.10 x 4.88 M	2.70 M	30	20	24	60

Table 1. Dimensions and Capacity of Meeting Rooms

#### **B.** Sundara Restoran

Sundara Restaurant is on the ground floor which is usually used for breakfast guests, which serves many different types of food every day with high quality taste. Has several facilities that meet guest needs.



Figure 6. Sundara Overview of Sonaview Restaurant

# C. Sky Lounge

Sky Lounge is on the seventh floor which is usually used for a la carte, open from 15:00 to 23:00, which serves many types of food menus with quality taste. Has several facilities that meet guest needs. Holding a Barbeque every Saturday night and being entertained by a stage and singers, guests can also do karaoke. Sky Lounge also accepts reservations, events and meetings.



Figure 7. Overview of the Sonaview Sky Lounge Area

#### D. Sona Health Club

Sona Health Club is a fitness room that provides many types of sports equipment, also equipped with facilities in the form of toilets, which are on the second floor.



Figure 8. Overview of the Sona Health Club Sonaview Area

Apart from the facilities described above, it also has several other facilities, in the form of car parking, motorbike parking, toilets, prayer room, stairs to enter from the back, and others.

#### 2.4 Organization Structure

An organizational structure is like a framework or train in a company or organization. It's like a map that shows who reports to whom and who is responsible for doing a particular job. With a clear structure, everyone in the organization knows their role and how they interact with others to achieve common goals efficiently and effectively.

The author has carried out an internship for 4 months at the Sonaview Hotel. The organizational structure of Hotel Sonaview can be seen below:

# ORGANIZATIONAL STRUCTURE OF THE COMPANY

# SONAVIEW HOTEL

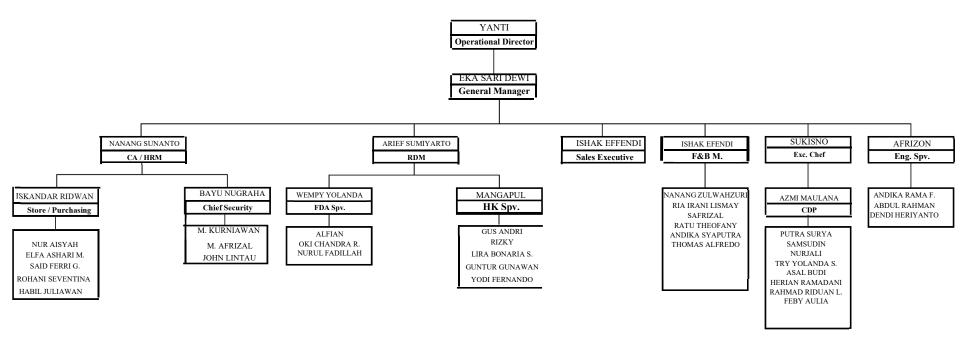


Figure 9. Sonaview Hotel Organizational Structure

Sonaview Hotel has many departments, each of which has different duties and responsibilities, each department will be explained as follows:

#### 2.4.1 Operational Director

Operational Director (DirOp) is a strategic position that plays an important role in the company's success. An effective DirOp is able to bridge vision and strategy with implementation in the field, manage operations efficiently, and build positive relationships with various parties.

DirOps must have extensive skills and experience, strong leadership abilities, and strategic decision-making abilities to carry out their duties and responsibilities effectively. The hierarchical organizational structure commonly used in companies allows DirOp to carry out its duties and responsibilities in a structured and systematic manner.

Apart from that, DirOp also needs to follow the latest technological developments and trends in the industry to ensure that the company remains competitive and adaptive in facing changes in the business environment. With the right leadership and strategy from DirOp, companies can achieve their goals and increase value for stakeholders

#### 2.4.2 General Manager

A general manager is a professional who is responsible for the operations of a department or the entire company's business. General Manager is a crucial strategic step for the company in realizing its strategic vision and mission. With a rich background in management and strategic leadership, the General Manager will act as a key driver of the company's success in addressing future challenges and optimizing available growth opportunities.

#### 2.4.3 Chartered Accountant

Chartered Accountant (CA) is a professional accountant who has met the educational and experience requirements of a professional accounting organization and is bound by its ethical code. CAs are typically involved in auditing, financial reporting, taxation, and management consulting.

#### 2.4.4 Human Resource Management

Human Resource Management (HRM) is a vital function in an organization that focuses on managing its most valuable assets, namely employees.

HRM is the healthy beating heart of an organization. With the dedication and expertise of HRM professionals, organizations can grow rapidly and achieve their goals.

#### 2.4.5 Room Division Manager

Leading the hotel room division, ensuring that the melody of cleanliness and comfort always plays melodiously. He leads a swift housekeeping team, ensuring guest rooms and public areas are always clean, tidy and safe. RDM also collaborates with the Front Office and Guest Relations to warmly welcome guests, providing an unforgettable stay experience. Behind these melodies, RDM designs strategies, manages budgets and analyzes data, ensuring the room divisions are always in harmony with the overall hotel symphony.

#### 2.4.6 Sales Executive

A capable sales ambassador, responsible for sales of the organization's products or services. Sales Executives search for and develop customer prospects, conduct sales presentations, handle customer objections and complaints, and achieve sales targets. Like an energetic salesperson, a Sales Executive ensures that an organization's products and services reach customers.

#### 2.4.7 Food & Baverage Manager

Responsible for managing the food and beverage division. The F&B Manager develops and executes menus, ensures food and beverage quality, manages division staff, and achieves division profitability targets. Like a skilled chef who leads the kitchen, the F&B Manager ensures that every customer is satisfied with the deliciousness and quality of the dishes.

### 2.4.8 Food and Beverage Service

F&B Service focuses on serving and delivering food and drinks to customers. Professionals in this field ensure that every dish and drink is served

perfectly, on time, and according to customer expectations. Their main duties include:

- Receive orders: Either in person or via phone or app.
- Preparing food and drinks: Cooking, mixing and serving dishes to a high quality standard.
- Deliver food and drink: Deliver to customers' tables neatly and politely.
- Provide customer service: Answer questions, make recommendations, and ensure customer satisfaction.
- Maintain cleanliness: Keep the dining area and kitchen clean and hygienic.

Skills required for F&B Service:

- Cooking and food serving skills.
- Knowledge of food and beverage ingredients.
- Good communication and interpersonal skills.
- Ability to work together in a team.
- Ability to work under pressure.
- Ability to maintain cleanliness and hygiene.

# 2.4.9 Food and Beverage Products

F&B Products focuses onfood and beverage manufacturing and development. Professionals in this field are responsible for the quality, taste and innovation in the menu offered. Their main duties include:

- Create a menu: Design a menu that is attractive, balanced and appropriate to the target market.
- Recipe development: Create delicious and unique new recipes.
- Choosing raw materials: Choose raw materials that are fresh, high quality, and comply with food safety standards.
- Producing food and drinks: Cooking, grilling, grilling, and preparing dishes according to recipes.
- Maintain quality: Ensure every dish and drink meets high quality standards.

Skills required for F&B Products:

- High cooking and culinary skills.
- Knowledge of food and beverage ingredients.
- Creativity and innovation in menu development.
- Ability to maintain food quality and safety.
- Ability to work together in a team.
- Ability to work under pressure.

#### 2.4.10 Engineering Supervisor

A responsive supervisor, responsible for supervising work in the engineering field. Engineering Supervisor ensures engineering work is carried out according to standards and procedures, leads and motivates engineering staff, identifies and resolves technical problems, and ensures occupational safety and health of engineering staff. Like a careful engineer, the Engineering Supervisor maintains the smooth operations and security of the organization's infrastructure.

#### 2.4.11 House Keeping Supervisor

Keeper of cleanliness and tidiness, responsible for supervising work in the field of housekeeping. HK Supervisor ensures the cleanliness and tidiness of the work area, leads and motivates housekeeping staff, manages the inventory of housekeeping materials, and ensures the work safety and health of housekeeping staff. Like a diligent janitor, HK Supervisor creates a comfortable and productive work environment.

#### 2.4.12 Chief Security

A tough security guard, responsible for the security of the organization. The Chief Security Officer develops and implements security policies, oversees the organization's physical security, trains security staff, and handles security incidents. Like a vigilant security commander, the Chief Security Officer protects the organization's assets and personnel from harm.

#### 2.4.13 Front Desk Agent

Front Desk Agents are at the forefront of the hotel industry, tasked with welcoming guests, providing service, and ensuring a smooth check-in and check-out process.

FDA's primary duties and responsibilities include:

- Greeting guests: Greet guests in a friendly and polite manner, help carry luggage, and direct guests to the receptionist.
- Process check-in: Check guest identity, register guest information, and issue room keys.
- Handle payments: Accept guest payments, whether in cash, credit or debit cards.
- Providing information: Provide information about the hotel, hotel facilities and tourist attractions around the hotel.
- Handling complaints: Handle guest complaints professionally and politely, and find the best solution.
- Maintain security: Ensure the safety of guests and their belongings while at the hotel.
- ssisting guests: Assisting guests with various needs, such as ordering taxis, booking rooms, and ordering room service.

Skills needed to be a reliable FDA:

- Good communication and interpersonal skills: Able to communicate with guests in a polite, friendly and clear manner.
- English language skills: Able to speak English fluently to serve foreign guests.
- Knowledge of hotels: Have knowledge of hotels, hotel facilities and tourist attractions around the hotel.
- Computer skills: Able to use a computer to process check-in, check-out, and reservations.
- Problem solving skills: Able to solve problems and find the best solution for guest complaints.

• Ability to work in a team: Able to work together with other teams in the hotel to provide the best service for guests.

FDA plays an important role in creating a positive first impression for guests. Their ability to welcome guests, provide information, and handle complaints can influence the guest's experience during their stay at the hotel.Store/Purchasing Manager

### 2.4.14 Chef de Partied (CDP)

This term is commonly used in the hotel and restaurant industry to refer to the head of the kitchen section who is responsible for a particular division in the kitchen. CDPs have a variety of duties and responsibilities, including:

- Lead and supervise a team of cooks in their division.
- Ensure the quality and consistency of the dishes served.
- Manage food preparation and cooking.
- Monitor food supplies and order required raw materials.
- Maintain cleanliness and tidiness of the kitchen area.
- Train and develop chefs in their division.
- Follow occupational safety and health standards.

CDPs must have extensive knowledge of cooking techniques, food ingredients, and food safety. They must also have good leadership and communication skills to be able to lead and motivate their team.

# CHAPTER III SCOPE OF THE APPRENTICESHIP

#### **3.1** Job Description

This chapter explains several descriptions of activities during the apprenticeship. The internship will be carried out for 4 months starting from 26 February to 26 July 2024 at the Sonaview Hotel. During his internship, the author was placed in the food and beverage services division. This division works as a waiter in a restaurant, serving guests and is also responsible for the Meeting Room section. During the internship, the author was guided by a senior waiter who was skilled and proficient in completing his duties as a waiter. Over time, the F&B Service Division has a manager who leads and carries out all duties and responsibilities as an F&B Service.

During your internship at Sonaview, there are regulations that the F&B Service division and other divisions, both interns and staff, cannot do so. As an F&B service member, you must pay attention to your appearance first, always smile while on duty, greet each other in a friendly manner with the staff. The author's internship activities gain knowledge and knowledge. During the internship, you must have the initiative to work, which must be done without waiting for senior orders, because that is the responsibility or task that has been given. There are several main tasks that must be carried out as follows:

- 1. Handle breakfast room guests at the restaurant
- 2. Serve food and drink orders for room guests
- 3. Set up meeting room reservations
- 4. Check and order stock of F&B goods.
- 5. Take Order at the restaurant
- 6. Briefing
- 7. Prepare VIP Lunch
- 8. Prepare Box for an Event

### **3.2 System and Procedure**

In this section, there were several descriptions of activity procedures when carrying out activities during an apprenticeship.

#### 3.2.1 Food and Beverage service

1. Handle breakfast room guests at the restaurant

Handle breakfast is the duty of the F&B Service. This involves various tasks such as preparing food, organizing timing, and ensuring everyone gets a sufficient and nutritious breakfast. It also includes making decisions about the menu, cooking (if necessary), and efficiently managing time to avoid rushing. Providing a healthy and balanced breakfast is an essential part of handling breakfast as it provides the necessary energy to start the day well. In handling breakfast there are also work procedures which will be explained below:

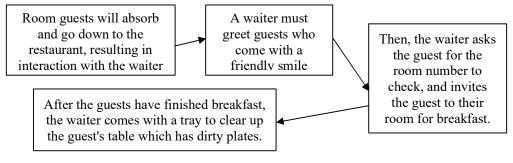


Figure 10. Working System When Serving Breakfast Guests



Figures 11. Handle breakfast room guests at the restaurant

2. Serve food and drink orders for room guests

Hotel services can also take food and drink orders to the room, usually guests will order by telephone, and there are also those who come directly to order food and drinks. Below is the procedure for serving room guests via telephone.

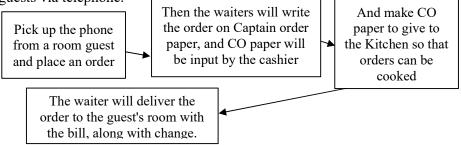


Figure 12. Serve food and drink orders for room guests System



Figure 13. Serve food and drink orders for room guests

3. Set up meeting reservations

If there is a meeting in the ballroom there will be lunch, and this must be prepared by FB Service, starting from setting up tables and equipment.

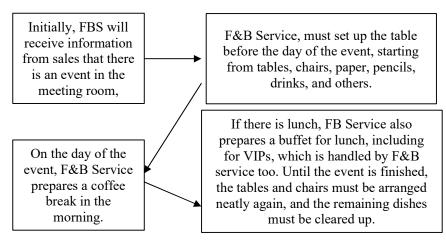


Figure 14. System if there is an Event Room Meeting



Figure 15. Set up meeting room reservations

4. Check and order stock of F&B goods.

Food & beverage service department, must check goods and order

goods in the store section.

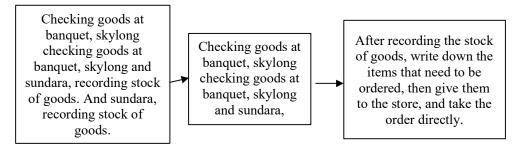


Figure 16. Stock Checking and Ordering System



Figure 17. Check and order stock of F&B goods.

5. Take Order at the restaurant

The order-taking process at a restaurant is a key step in providing good food service to guests. The following is an explanation of the steps and procedures commonly used when taking orders at a restaurant:

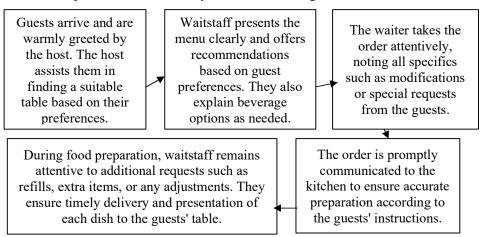


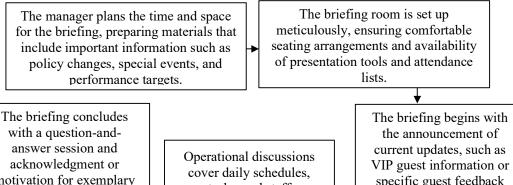
Figure 18. Take Order at the restaurant system



Figure 19. Take Order at the restaurant

6. Briefing

Briefings in F&B (Food and Beverage) services within a hotel apartment are routine meetings or guidance sessions conducted by the F&B manager with all staff involved in food and beverage service at the hotel. The purpose of these briefings is to ensure that the entire team understands their roles, maintains service quality, and coordinates daily activities effectively.



answer session and acknowledgment or motivation for exemplary staff performance. The manager also distributes summaries or notes to ensure all information is well-documented and accessible. Operational discussions cover daily schedules, tasks, and staff performance evaluations. The manager provides direction on team goals for specific periods. The briefing begins with the announcement of current updates, such as VIP guest information or specific guest feedback that requires attention. Staff are reminded of service standards, emphasizing friendliness and effective complaint handling.



Figure 20. Briefing system

Figure 21. Briefing

## 7. Prepare VIP Lunch

Preparing a VIP lunch in a hotel involves several meticulous steps to ensure the utmost satisfaction of distinguished guests:

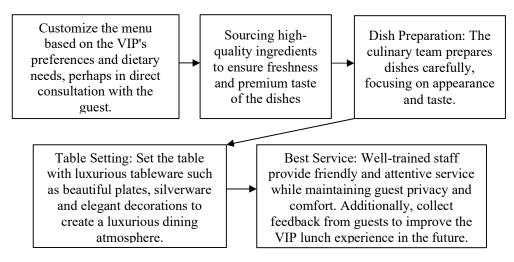


Figure 22. Prepare VIP Lunch System



Figure 23. Prepare VIP Lunch

8. Prepare Box for an Event

Preparing a box for an event at a hotel usually involves preparing food that is practical and can be enjoyed without the need to use complicated cutlery. The following are general guidelines for arranging food boxes for events at hotels:

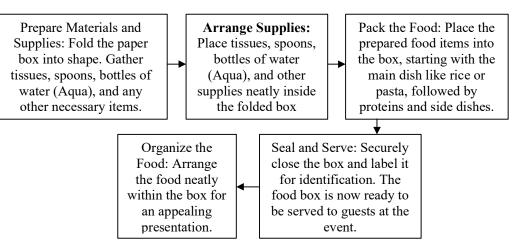


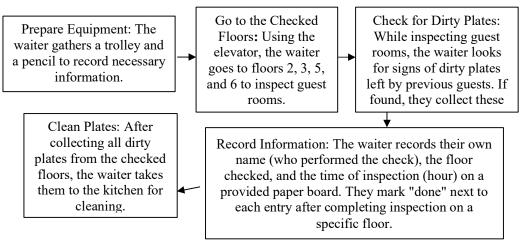
Figure 24. Prepare Box for an Event System



Figure 25. Prepare Box for an Event

9. Check Floors

The process of checking floors for waiters in hotels is an important part of maintaining cleanliness and safety in the work environment, especially in service areas such as restaurants or hotel dining rooms. The following are the steps taken in the process:



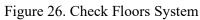




Figure 27. Check Floors

# 3.3 Place of Apprenticeship

The internship was carried out for 4 months at the Sonaview Hotel, on Jalan Pattimura, Dumai, Riau Province.

# 3.4 Kind and description

Kind and description of daily activities at Sonaview Hotel can be seen in the tables below:

No	Day/Date	Activity	Assignor
	Monday,	• Introduction to employee staff members	HRD
	February 26 <sup>th</sup> ,	<ul> <li>starting to learn to work in the F&amp;B Service</li> </ul>	
	2024	department	
		<ul> <li>Attend meetings with all employee staff</li> </ul>	
2	Tuesday,	<ul> <li>Handle Breakfast</li> </ul>	
	February 27 <sup>th</sup>	<ul> <li>Polishing equipment</li> </ul>	Senior
	2024	o Prepare	Waiter
3	Wednesday,	<ul> <li>Handle Breakfast</li> </ul>	Senior waiter
	February 28 <sup>th</sup>	<ul> <li>Polishing equipment</li> </ul>	
	2024	o Prepare	
4	Thursday,	<ul> <li>Handle Breakfast</li> </ul>	
	February 29 <sup>th</sup> ,	<ul> <li>Polishing equipment</li> </ul>	Senior Waiter
	2024	o Clean	
		o Prepare	
5	Friday, March	<ul> <li>Handle Breakfast</li> </ul>	
	01 <sup>st</sup> , 2024	<ul> <li>Polishing equipment</li> </ul>	Senior Waiter
		o Clean	
		o Prepare	
6		<ul> <li>Handle Breakfast</li> </ul>	
	02 <sup>nd</sup> , 2024	<ul> <li>Polishing equipment</li> </ul>	Senior Waiter
		o Prepare	
7	Sunday, March 03 <sup>rd</sup> , 2024	OFF	

 Table 2. Daily Activities of February, 26<sup>Th</sup> 2024 to March 03<sup>nd</sup> 2024

Table 3. Dail	y Activities	of March 0	4 <sup>Th</sup> 2024 to	March 10 <sup>th</sup> , 20	24
---------------	--------------	------------	-------------------------	-----------------------------	----

No	Day/Date		Activity	Assignor
1	Monday, March	0	Cleaning the sky lounge	
	04 <sup>th</sup> , 2024	0	Stand by for a la carte	Senior Waiter
		0	Ala carte handle	
2	Tuesday, march	0	Cleaning the sky lounge	
	05 <sup>th</sup> , 2024	0	Stand by for a la carte	Senior Waiter
		0	Ala carte handle	
3	Wednesday,march	0	Cleaning the sky lounge	
	06 <sup>th</sup> , 2024	0	Stand by for a la carte	Senior Waiter
				27

		• Ala carte handle	
4	Thursday, march 07 <sup>th</sup> , 2024	<ul> <li>Cleaning the sky lounge</li> <li>Stand by for a la carte</li> <li>Ala carte handle</li> </ul>	Senior Waiter
5	Friday, march 08 <sup>th</sup> , 2024	<ul> <li>Cleaning the sky lounge</li> <li>Stand by for a la carte</li> <li>Ala carte handle</li> </ul>	Senior Waiter
6	Saturday, March 09 <sup>th</sup> , 2024	<ul> <li>Cleaning the sky lounge</li> <li>Stand by for a la carte</li> <li>Ala carte handle</li> </ul>	Senior Waiter
7	Sunday, March 10st, 2024	OFF	

Table 4. Daily Activities of March 11<sup>Th</sup> 2024 to March 17<sup>th</sup>, 2024

No	Day/Date	Activity	Assignor
1	Monday, March	<ul> <li>Handling breakfast</li> </ul>	
	11 <sup>th</sup> , 2024	<ul> <li>Prepare Equipment</li> </ul>	Senior Waiter
		• Order items	
2	Tuesday, march	<ul> <li>Handling breakfast</li> </ul>	
	12 <sup>th</sup> , 2024	<ul> <li>Prepare Equipment</li> </ul>	Senior Waiter
		• Order items	
3	Wednesday,march	<ul> <li>Handling breakfast</li> </ul>	
	13 <sup>th</sup> , 2024	<ul> <li>Prepare Equipment</li> </ul>	Senior Waiter
		• Order items	
4	Thursday, march	<ul> <li>Handling breakfast</li> </ul>	
	14 <sup>th</sup> , 2024	<ul> <li>Prepare Equipment</li> </ul>	Senior Waiter
		• Order items	
5	Friday, march 15 <sup>th</sup> ,	<ul> <li>Handling breakfast</li> </ul>	
	2024	<ul> <li>Prepare Equipment</li> </ul>	Senior Waiter
		• Order items	
6	Saturday, March	<ul> <li>Handling breakfast</li> </ul>	
	16 <sup>th</sup> , 2024	<ul> <li>Prepare Equipment</li> </ul>	Senior Waiter
		• Order items	
7	Sunday, March17st, 2024	OFF	

# Table 5. Daily Activities of March 18<sup>Th</sup> 2024 to March 24<sup>th</sup>, 2024

I	No	Day/Date	Activity	Assignor
1		Monday, March	$\circ$ Stand by at skylong,	
		18 <sup>th</sup> , 2024	<ul> <li>handle reservations, events, room meetings</li> </ul>	Senior Waiter
			(during the fasting month)	
			o serve guests, welcome guests, give a smile,	
			• Polishing, cleaning, arranging equipment	
			<ul> <li>clear up the reservation table</li> </ul>	

	0	take out buffet and others
2	Tuesday, marcho	Stand by at skylong,
	19 <sup>th</sup> , 2024 o	handle reservations, events, room meetings Senior Waiter
		(during the fasting month)
	0	serve guests, welcome guests, give a smile,
	0	Polishing, cleaning, arranging equipment
	0	clear up the reservation table
	0	take out buffet and others
3	Wednesday,march o	Stand by at skylong,
	20 <sup>th</sup> , 2024 o	handle reservations, events, room meetings Senior Waiter
		(during the fasting month)
	0	serve guests, welcome guests, give a smile,
	0	Polishing, cleaning, arranging equipment
	0	take out buffet and others
4	Thursday, marcho	
	21 <sup>th</sup> , 2024 o	handle reservations, events, room meetings Senior Waiter
		(during the fasting month)
	0	serve guests, welcome guests, give a smile,
	0	Polishing, cleaning, arranging equipment
	0	clear up the reservation table
	0	take out buffet and others
5	Friday, march 22 <sup>th</sup> , o	Stand by at skylong,
	2024 0	handle reservations, events, room meetings Senior Waiter
		(during the fasting month)
	0	serve guests, welcome guests, give a smile,
	0	clear up the reservation table
-	0	
6	Saturday, Marcho	, , , ,
	23 <sup>th</sup> , 2024	(during the fasting month) Senior Waiter
	0	serve guests, welcome guests, give a smile,
	0	Polishing, cleaning, arranging equipment
	0	clear up the reservation table
_		take out buffet and others
7	Sunday, March 24 <sup>th</sup> ,	OFF
	2024	

## Table 6. Daily Activities of March 25<sup>Th</sup> 2024 to March 31<sup>th</sup>, 2024

No	Day/Date		Activity	Assignor
	Monday, March	0	Stand by at skylong,	
	25 <sup>th</sup> , 2024	0	handle reservations, events, room meetings (during	Senior
			the fasting month)	Waiter
		0	serve guests, welcome guests, give a smile,	
		0	Polishing, cleaning, arranging equipment	
		0	clear up the reservation table	
		0	take out buffet and others	

2	Tuesday,	march	0	Stand by at skylong,	
	26 <sup>th</sup> , 2024		0	handle reservations, events, room meetings (during	Senior
				the fasting month)	Waiter
			0	serve guests, welcome guests, give a smile,	
			0	Polishing, cleaning, arranging equipment	
			0	clear up the reservation table & take out buffet and	
				others	
3	Wednesda	y,marc	0	Stand by at skylong,	
	h 27 <sup>th</sup> , 202	4	0	handle reservations, events, room meetings (during	Senior
				the fasting month)	Waiter
			0	serve guests, welcome guests, give a smile,	
			0	Polishing, cleaning, arranging equipment	
			0	clear up the reservation table	
			0	take out buffet and others	
4	Thursday,	march	0	Handle Breakfast (Polishing, welcoming guests,	
	28 <sup>th</sup> , 2024			cleaning etc)	Senior
			0	Check Flour 2,4,5,6	Waiter
			0	Handle events, reservations, lunch	
			0	Prepare Skylong	
5	Friday,	march	0	Stand by at skylong,	
	29 <sup>th</sup> , 2024		0	handle reservations, events, room meetings (during	Senior
				the fasting month)	Waiter
			0	serve guests, welcome guests, give a smile,	
			0	Polishing, cleaning, arranging equipment	
			0	take out buffet and others	
6	Saturday,	March	0	Stand by at skylong,	
	30 <sup>th</sup> , 2024		0	handle reservations, events, room meetings (during	
				the fasting month)	Waiter
			0	serve guests, welcome guests, give a smile,	
			0	Polishing, cleaning, arranging equipment	
			0	clear up the reservation table	
			0	take out buffet and others	
7	Sunday,	March		OFF	
1	31st 2024				

# 31st, 2024 Table 7. Daily Activities of April 01<sup>st</sup> 2024 to April 07<sup>th</sup>, 2024

No	Day/Date	Activity	Assignor
1	Monday, April	o handle reservations, events, room meetings	
	01 <sup>st</sup> , 2024	(during the fasting month)	Senior
		o serve guests, welcome guests, give a smile,	Waiter
		• Polishing, cleaning, arranging equipment	
		• clear up the reservation table	
		$\circ$ take out buffet and others	
2	Tuesday, April 02 <sup>nd</sup> ,	$\circ$ Stand by at skylong,	
	2024	o handle reservations, events, room meetings	Senior
		(during the fasting month)	Waiter

	1		[
	0	serve guests, welcome guests, give a smile,	
	0	Polishing, cleaning, arranging equipment	
	0	clear up the reservation table	
	0	take out buffet and others	
3	Wednesday, April 0	Handle Breakfast (Polishing, welcoming	
	03 <sup>rd</sup> , 2024	guests, cleaning etc)	Senior
	0	Check Flour 2,4,5,6	Waiter
	0	Handle events, reservations, lunch (if any)	
	0	Prepare Skylong	
4	Thursday, Apriilo	Stand by at skylong,	
	04 <sup>th</sup> , 2024 o	handle reservations, events, room meetings	Senior
		(during the fasting month)	Waiter
	0	serve guests, welcome guests, give a smile,	
	0	Polishing, cleaning, arranging equipment	
	0	clear up the reservation table	
	0	take out buffet and others	
5	Friday, April 05th,0	Stand by at skylong,	
	2024 0	handle reservations, events, room meetings	Senior
		(during the fasting month)	Waiter
	0	serve guests, welcome guests, give a smile,	
	0	Polishing, cleaning, arranging equipment	
	0	clear up the reservation table	
	0	take out buffet and others	
6	Saturday, April 06th,0	Stand by at skylong,	
	2024 0	handle reservations, events, room meetings	Senior
		(during the fasting month)	Waiter
	0	serve guests, welcome guests, give a smile,	
	0	Polishing, cleaning, arranging equipment	
	0	clear up the reservation table	
	0	take out buffet and others	
7	Sunday, April 07th,	OFF	
	2024		
-		of Ameril 00th 2024 to Ameril 14th 2024	

## 2024 Table 8. Daily Activities of April 08<sup>th</sup> 2024 to April 14<sup>th</sup>, 2024

No	Day/Date		Activity	Assignor
		0	Handle Breakfast (Polishing, welcoming guests,	
	08 <sup>th</sup> , 2024		cleaning etc)	Senior
		0	Check Flour 2,4,5,6	Waiter
		0	Handle events, reservations, lunch (if any)	
		0	Prepare Skylong	
2	Tuesday, April			
	09 <sup>th</sup> , 2024			
3	Wednesday, Apri		OFF LEBARAN	
	1 10 <sup>th</sup> , 2024		OFF LEDAKAN	
4	Thursday, Apriil			
	11 <sup>th</sup> , 2024			

5	Friday, 12 <sup>th</sup> , 2024	April		
6	Saturday, 13 <sup>th</sup> , 2024			Senior Waiter
7	Sunday, 14 <sup>th</sup> , 2024		<ul> <li>Handle Breakfast (Polishing, welcoming guests, cleaning etc)</li> <li>Check Flour 2,4,5,6</li> <li>Handle events, reservations, lunch (if any)</li> <li>Prepare Skylong</li> </ul>	Senior Waiter

Table 9. Daily Activities of A	pril 15 <sup>th</sup> 2024 to April 21 <sup>th</sup> , 2024
Tuble > Duny Hellines of H	prin 10 2021 (0 11prin 21 , 2021

No	Day/Date	Activity	Assignor
1	Monday, April o 15 <sup>th</sup> , 2024 o	Handle Breakfast (Polishing, welcoming guests, cleaning etc) Check Flour 2,4,5,6	Senior Waiter
	0	Handle events, reservations, lunch (if any) Prepare Skylong	
2	Tuesday, April 16 <sup>th</sup> ,,0 2024 0	Handle Breakfast (Polishing, welcoming guests, cleaning etc) Check Flour 2,4,5,6	Senior Waiter
	0	Handle events, reservations, lunch (if any) Prepare Skylong	
3	Wednesday,April 0 17 <sup>th</sup> , 2024	8 , 8 ,	Senior Waiter
	0 0 0	Check Flour 2,4,5,6 Handle events, reservations, lunch (if any) Prepare Skylong	
4	Thursday, Apriilo 18 <sup>th</sup> , 2024	Handle Breakfast (Polishing, welcoming guests, cleaning etc) Check Flour 2,4,5,6 Handle events, reservations, lunch (if any)	Senior Waiter
5	⊂ Friday, April 19 <sup>th</sup> , 2024	Prepare Skylong OFF	
6	Saturday, April 20 <sup>th</sup> , o 2024	Handle Breakfast (Polishing, welcoming guests, cleaning etc) Check Flour 2,4,5,6 Handle events, reservations, lunch (if any) Prepare Skylong	FB Manager
7	Sunday, April 21 <sup>th</sup> ,o 2024	Handle Breakfast (Polishing, welcoming guests, cleaning etc) Check Flour 2,4,5,6	FB Manager

<ul> <li>Handle events, reservations, lunch (if any)</li> <li>Prepare Skylong</li> </ul>	
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### Table 10. Daily Activities of April 22st 2024 to April 28th, 2024

No	Day/Date	Activity	Assignor
1	Monday, April 0 22 <sup>th</sup> , 2024 0 0	Handle Breakfast (Polishing, welcoming guests, cleaning etc) Check Flour 2,4,5,6 Handle events, reservations, lunch (if any)	Senior Waiter
2	Tuesday, April 23 <sup>th</sup> ,,0 2024	Handle Breakfast (Polishing, welcoming guests, cleaning etc) Check Flour 2,4,5,6 Handle events, reservations, lunch (if any)	Senior Waiter
3	Wednesday,April 0 24 <sup>th</sup> , 2024 0 0	Handle Breakfast (Polishing, welcoming guests, cleaning etc) Check Flour 2,4,5,6 Handle events, reservations, lunch (if any)	Senior Waiter
4	Thursday, Apriil 25 <sup>th</sup> , 2024	Handle Breakfast (Polishing, welcoming guests, cleaning etc) Check Flour 2,4,5,6 Handle events, reservations, lunch (if any)	Senior Waiter
5	Friday, April 26 <sup>th</sup> , 2024	OFF	
6	Saturday, April 27 <sup>th</sup> ,o 2024 o o	guests, cleaning etc) Check Flour 2,4,5,6 Handle events, reservations, lunch (if any)	FB Manager
7	Sunday, April 28 <sup>th</sup> ,0 2024 0 0	Handle Breakfast (Polishing, welcoming guests, cleaning etc) Check Flour 2,4,5,6 Handle events, reservations, lunch (if any) Prepare Skylong	FB Manager

## Table 11. Daily Activities of April 29st 2024 to May 05th, 2024

No	Day/Date	Activity	Assignor
	Monday, April 29 <sup>th</sup> , 2024	<ul> <li>Handle Breakfast (Polishing, welcoming guests, cleaning etc)</li> </ul>	Senior
	29,2024	• Check Flour 2,4,5,6	Waiter
		$\circ$ Handle events, reservations, lunch (if any)	
		<ul> <li>Prepare Skylong</li> </ul>	

2	Tuesday, April 30 <sup>th</sup> ,, 2024	<ul> <li>Handle Breakfast (Polishing, welcoming guests, cleaning etc)</li> <li>Check Flour 2,4,5,6</li> <li>Handle events, reservations, lunch (if any)</li> <li>Prepare Skylong</li> </ul>	Senior Waiter
3	Wednesday, May 01 <sup>st</sup> , 2024	<ul> <li>Handle Breakfast (Polishing, welcoming guests, cleaning etc)</li> <li>Handle events, reservations, lunch (if any)</li> <li>Prepare Skylong</li> </ul>	Senior Waiter
4	Thursday, May 02 <sup>nd</sup> , 2024	<ul> <li>Handle Breakfast (Polishing, welcoming guests, cleaning etc)</li> <li>Check Flour 2,4,5,6</li> <li>Handle events, reservations, lunch (if any)</li> <li>Prepare Skylong</li> </ul>	Senior Waiter
5	Friday, May 03 <sup>rd</sup> , 2024	OFF	
6	Saturday, May 04 <sup>th</sup> , 2024	cleaning etc)	FB Manager
7	Sunday, May 05 <sup>th</sup> , 2024	o Handle Breakfast (Polishing, welcoming guests,	FB Manager

## Table 12. Daily Activities of May 06<sup>th</sup> 2024 to May 12<sup>th</sup>, 2024

No	Day/Date	Activity	Assignor
1	Monday, May 06 <sup>th</sup> , 2024		Senior Waiter
		• Check Flour 2,4,5,6	
		<ul> <li>Handle events, reservations, lunch (if any)</li> </ul>	
		<ul> <li>Prepare Skylong</li> </ul>	
2	Tuesday, May 07 <sup>th</sup> , 2024	<ul> <li>Handle Breakfast (Polishing, welcoming guests, cleaning etc)</li> </ul>	Senior Waiter
	-	<ul><li>Check Flour 2,4,5,6</li></ul>	Semor Watter
		<ul> <li>Handle events, reservations, lunch (if any)</li> </ul>	
		<ul> <li>Prepare Skylong</li> </ul>	
3	Wednesday, May	• Handle Breakfast (Polishing, welcoming	
	08 <sup>th</sup> , 2024	guests, cleaning etc)	Senior Waiter
		• Check Flour 2,4,5,6	
		o Handle events, reservations, lunch (if	
		any)	
		<ul> <li>Prepare Skylong</li> </ul>	

4	Thursday, May 09 <sup>th</sup> , 0 2024 0 0	Handle Breakfast (Polishing, welcoming guests, cleaning etc) Senior Waiter Check Flour 2,4,5,6 Handle events, reservations, lunch (if any) Prepare Skylong
5	Friday, May 10 <sup>th</sup> , 2024	OFF
6	Saturday, May 11 <sup>th</sup> ,0 2024 0 0	guests, cleaning etc) Check Flour 2,4,5,6 Handle events, reservations, lunch (if any) Prepare Skylong
7	Sunday, May 12 <sup>th</sup> ,0 2024 0 0	Handle Breakfast (Polishing, welcoming guests, cleaning etc)FB ManagerCheck Flour 2,4,5,6Handle events, reservations, lunch (if any)Prepare Skylong

## Table 13. Daily Activities of May 13<sup>th</sup> 2024 to May 19<sup>th</sup>, 2024

No	Day/Date	Activity	Assignor
1	Monday, May 13 <sup>th</sup> ,	Handle Breakfast (Polishing, welcoming	- -
	2024	guests, cleaning etc)	Senior Waiter
		Check Flour 2,4,5,6	
		Handle events, reservations, lunch (if any)	
		Prepare Skylong	
2	Tuesday, May 14 <sup>th</sup> ,	Handle Breakfast (Polishing, welcoming	-
	2024	guests, cleaning etc)	Senior Waiter
		Check Flour 2,4,5,6	
		Handle events, reservations, lunch (if any)	
		Prepare Skylong	
3	Wednesday, May		
	15 <sup>th</sup> , 2024	guests, cleaning etc)	Senior Waiter
		Check Flour 2,4,5,6	
		Handle events, reservations, lunch (if any)	
		Prepare Skylong	
4	Thursday, May 16 <sup>th</sup> ,		
	2024	guests, cleaning etc)	Senior Waiter
		Check Flour 2,4,5,6	
		Handle events, reservations, lunch (if any)	
		Prepare Skylong	
5	Friday, May 17 <sup>th</sup> ,	Handle Breakfast (Polishing, welcoming	2
	2024	guests, cleaning etc)	FB Manager

o       Check Flour 2,4,5,6         o       Handle events, reservations, lunch (if any)         o       Prepare Skylong         6       Saturday, May 18 <sup>th</sup> , o         2024       Handle Breakfast (Polishing, welcoming guests, cleaning etc)         o       Check Flour 2,4,5,6         o       Check Flour 2,4,5,6         o       Handle events, reservations, lunch (if any)         o       Prepare Skylong	
o       Prepare Skylong         6       Saturday, May 18 <sup>th</sup> , o         2024       Handle Breakfast (Polishing, welcoming guests, cleaning etc)         o       Check Flour 2,4,5,6         o       Handle events, reservations, lunch (if any)         o       Prepare Skylong	
6       Saturday, May 18 <sup>th</sup> , o       Handle Breakfast (Polishing, welcoming guests, cleaning etc)         2024       O       Check Flour 2,4,5,6         O       Handle events, reservations, lunch (if any)       Prepare Skylong	
2024     guests, cleaning etc)     FB Manage       • Check Flour 2,4,5,6     • Handle events, reservations, lunch (if any)     • Prepare Skylong	
<ul> <li>Check Flour 2,4,5,6</li> <li>Handle events, reservations, lunch (if any)</li> <li>Prepare Skylong</li> </ul>	
<ul> <li>Handle events, reservations, lunch (if any)</li> <li>Prepare Skylong</li> </ul>	er
Prepare Skylong	
7 Sunday, May 19th, Handle Breakfast (Polishing, welcoming FB Mana	ger
2024 guests, cleaning etc)	
• Check Flour 2,4,5,6	
• Handle events, reservations, lunch (if any)	
<ul> <li>Prepare Skylong</li> </ul>	

Table 14. Daily Activities of May 20th 2024 to May 26th, 2024

No	Day/Date	Activity	Assignor
1	Monday, May 20 <sup>th</sup> , 2024	OFF	
2	2024	<ul> <li>Handle Breakfast (Polishing, welcoming guests, cleaning etc)</li> <li>Check Flour 2,4,5,6</li> <li>Handle events, reservations, lunch (if any)</li> <li>Prepare Skylong</li> </ul>	FB Manager
3		guests, cleaning etc) Check Flour 2,4,5,6 Handle events, reservations, lunch (if any) Prepare Skylong	FB Manager
4		· · · · · · · · · · · · · · · · · · ·	FB Manager
5	Friday, May 24 <sup>th</sup> , 2024	<ul> <li>Handle Breakfast (Polishing, welcoming guests, cleaning etc)</li> <li>Check Flour 2,4,5,6</li> <li>Handle events, reservations, lunch (if any)</li> <li>Prepare Skylong</li> </ul>	FB Manager
6		Handle Breakfast (Polishing, welcoming	FB Manager

		C	any) Prepare Skylong	
Sunday, 2024	May	26 <sup>th</sup> ,c	<ul> <li>Handle Breakfast (Polishing, welcoming guests, cleaning etc)</li> <li>Check Flour 2,4,5,6</li> <li>Handle events, reservations, lunch (if any)</li> <li>Prepare Skylong</li> </ul>	C

No	Day/Date	Activity	Assignor
1	Monday, May 27 <sup>th</sup> , 2024	OFF	
2	Tuesday, May 28 <sup>th</sup> , o 2024 o	Handle Breakfast (Polishing, welcoming guests, cleaning etc) Check Flour 2,4,5,6 Handle events, reservations, lunch (if any) Prepare Skylong	FB Manager
3	Wednesday, Mayo 29 <sup>th</sup> , 2024	Handle Breakfast (Polishing, welcoming guests, cleaning etc) Check Flour 2,4,5,6 Handle events, reservations, lunch (if any) Prepare Skylong	FB Manager
4	Thursday, May 30 <sup>th</sup> , 0 2024 0 0	Handle Breakfast (Polishing, welcoming guests, cleaning etc) Check Flour 2,4,5,6 Handle events, reservations, lunch (if any) Prepare Skylong	FB Manager
5	Friday, May 31 <sup>th</sup> , 2024	<ul> <li>Handle Breakfast (Polishing, welcoming guests, cleaning etc)</li> <li>Check Flour 2,4,5,6</li> <li>Handle events, reservations, lunch (if any)</li> <li>Prepare Skylong</li> </ul>	FB Manager
6	Saturday, June 01 <sup>st</sup> , 0 2024 0 0	Handle Breakfast (Polishing, welcoming guests, cleaning etc) Check Flour 2,4,5,6 Handle events, reservations, lunch (if any) Prepare Skylong	FB Manager
7	Sunday, June 02 <sup>nd</sup> ,0 2024 0	Handle Breakfast (Polishing, welcoming guests, cleaning etc) Check Flour 2,4,5,6	FB Manager

Handle events, reservations, lunch (if	-
any)	
Prepare Skylong	

 Table 16. Daily Activities of June 03<sup>rd,</sup> 2024 to June 09<sup>th</sup>, 2024

No		Activity	Assignor
1	Monday, June 03 <sup>rd</sup> , o	Handle Breakfast (Polishing, welcoming	
	2024	guests, cleaning etc)	
	0	Check Flour 2,4,5,6	
	0	Handle events, reservations, lunch (if	
		any)	
	0	Prepare Skylong	
2	Tuesday, June 04 <sup>th</sup> , o	Handle Breakfast (Polishing, welcoming	
	2024	guests, cleaning etc)	FB Manager
	0	Check Flour 2,4,5,6	_
	0	Handle events, reservations, lunch (if	
		any)	
	0	Prepare Skylong	
3	Wednesday, June o	Rolling Into Housekeeping	
	05 <sup>th</sup> , 2024 o	learn to recognize the names of items	FB Manager
	0	study room set (equipment)	_
	0	mop the flour 2,3,5,6	
4	Thursday, June 06 <sup>th</sup> ,	Rolling Into Housekeeping	
	2024 0	learn to recognize the names of items	FB Manager
	0	study room set (equipment)	
	0	mop the flour 2,3,5,6	
5	Friday, June 07 <sup>th</sup> ,0	Rolling Into Housekeeping	
	2024 0	learn to recognize the names of items	FB Manager
	0	study room set (equipment)	
	0	mop the flour 2,3,5,6	
6	Saturday, June 08 <sup>th</sup> , o	Rolling Into Housekeeping	
	2024 0	learn to recognize the names of items	FB Manager
	0	study room set (equipment)	
	0	mop the flour 2,3,5,6	
7	Sunday, une 09 <sup>th</sup> ,,0	Rolling Into Housekeeping	FB Manager
	2024 0	learn to recognize the names of items	
1	0	study room set (equipment)	
	0	mop the flour 2,3,5,6	

## Table 17. Daily Activities of June 10<sup>th</sup>, 2024 to June 16<sup>th</sup>, 2024

No	Day/Date	Activity	Assignor
1	Monday, June 10 <sup>rd</sup> ,	<ul> <li>Handle Breakfast (Polishing, welcoming</li> </ul>	
	2024	guests, cleaning etc)	
		• Check Flour 2,4,5,6	

0       Handle events, reservations, lunch (if any)         0       Prepare Skylong         2       Tuesday, June 11 <sup>th</sup> , o         2024       Handle Breakfast (Polishing, welcoming guests, cleaning etc)         0       Check Flour 2,4,5,6         0       Handle events, reservations, lunch (if any)         Prepare Skylong	B Manager
2       Tuesday, June 11 <sup>th</sup> , o       Handle Breakfast (Polishing, welcoming guests, cleaning etc)         2024       o       Check Flour 2,4,5,6         o       Handle events, reservations, lunch (if any)	B Manager
2024     guests, cleaning etc)     F       • Check Flour 2,4,5,6     • Handle events, reservations, lunch (if any)	B Manager
<ul> <li>Check Flour 2,4,5,6</li> <li>Handle events, reservations, lunch (if any)</li> </ul>	B Manager
• Handle events, reservations, lunch (if any)	
Prepare Skylong	
i repare orgining	
3 Wednesday, June o Handle Breakfast (Polishing, welcoming	
12 <sup>th</sup> , 2024 guests, cleaning etc)	B Manager
• Check Flour 2,4,5,6	-
• Handle events, reservations, lunch (if any)	
<ul> <li>Prepare Skylong</li> </ul>	
4 Thursday, June 13 <sup>th</sup> , O Handle Breakfast (Polishing, welcoming	
2024 guests, cleaning etc) F	FB Manager
• Check Flour 2,4,5,6	C
• Handle events, reservations, lunch (if any)	
<ul> <li>Prepare Skylong</li> </ul>	
5 Friday, June 14 <sup>th</sup> , O Handle Breakfast (Polishing, welcoming	
	B Manager
• Check Flour 2,4,5,6	Billanager
<ul> <li>Handle events, reservations, lunch (if any)</li> </ul>	
<ul> <li>Prepare Skylong</li> </ul>	
6 Saturday, June 15 <sup>th</sup> , Handle Breakfast (Polishing, welcoming	
	FB Manager
• Check Flour 2,4,5,6	0
• Handle events, reservations, lunch (if any)	
• Prepare Skylong	
7 Sunday, une 16 <sup>th</sup> ,, Handle Breakfast (Polishing, welcoming 1	FB Manager
2024 guests, cleaning etc)	
• Check Flour 2,4,5,6	
• Handle events, reservations, lunch (if any)	
<ul> <li>Prepare Skylong</li> </ul>	

No	Day/Date	Activity	Assignor
1	Monday, June 17 <sup>rd</sup> , 2024		
2	Tuesday, June 18 <sup>th</sup> , 2024	OFF IDUL ADHA	
3	Wednesday, June 19 <sup>th</sup> , 2024	<ul> <li>Handle Breakfast (Polishing, welcoming guests, cleaning etc)</li> <li>Check Flour 2,4,5,6</li> <li>Handle events, reservations, lunch (if any)</li> <li>Prepare Skylong</li> </ul>	FB Manager

4	Thursday, June 20 <sup>th</sup> , 0 2024 0 0	guests, cleaning etc) Check Flour 2,4,5,6 Handle events, reservations, lunch (if any) Prepare Skylong	FB Manager
5	Friday, June 21 <sup>th</sup> , 0 2024 0 0	Handle Breakfast (Polishing, welcoming guests, cleaning etc) Check Flour 2,4,5,6 Handle events, reservations, lunch (if any) Prepare Skylong	FB Manager
6	Saturday, June 22 <sup>th</sup> , 2024 0 0		FB Manager
7	Sunday, une 23 <sup>th</sup> ,,0 2024 0 0		FB Manager

## Table 19. Daily Activities of June 24<sup>th</sup>, 2024 to June 26<sup>th</sup>, 2024

No	Day/Date	Activity	Assignor
1	Monday, June 24 <sup>rd</sup> ,	o Handle Breakfast (Polishing, welcoming	
	2024	guests, cleaning etc)	
		• Check Flour 2,4,5,6	
		• Handle events, reservations, lunch (if any)	
		<ul> <li>Prepare Skylong</li> </ul>	
2	Tuesday, June 25 <sup>th</sup> ,	o Handle Skylong (Polishing, welcoming	
	2024	guests, cleaning etc)	FB Manager
		• Check Flour 2,4,5,6	
		• Handle events, reservations, lunch (if any)	
		<ul> <li>Prepare Equipment</li> </ul>	
3	Wednesday, June	o Handle Breakfast (Polishing, welcoming	
	26 <sup>th</sup> , 2024	guests, cleaning etc)	FB Manager
		• Check Flour 2,4,5,6	
		• Handle events, reservations, lunch (if any)	
		<ul> <li>Prepare Skylong</li> </ul>	

#### **3.4 Obstacles and Solutions**

There is obstacle and solution during the internship:

#### 3.4.1 Obstacles

Some of the obstacles encountered during the apprenticeship work process is a shortage of employees so we rely on interns

#### 3.4.2 Solution

Solutions that can be taken to face obstacles during apprenticeship work process can be a recruitment of new employees

#### CHAPTER IV CONCLUSION AND SUGGESTION

#### 4.1 Conclusion

The internship at Hotel Sona View provided a comprehensive learning experience especially in the F&B Department, encompassing various responsibilities. These included managing breakfast operations at Sundara, ensuring guests were seated correctly as per their room assignments, verifying breakfast menus, and maintaining high standards of equipment and cutlery service. Additionally, duties involved clearing tables, dusting, and replenishing table accessories such as tissues, toothpicks, salt, pepper, and ashtrays. Preparation of welcome drinks, monitoring purchase and store requests, and ensuring cleanliness in areas like Sundara, smoking zones, outlet bars, and counters were also part of daily tasks. Organizing equipment storage, checking and polishing utensils, and arranging cutlery for breakfast service were crucial aspects of maintaining operational efficiency. Moreover, assisting with meeting room setups and handling event and lunch arrangements underscored the diverse exposure gained during the internship, all while adhering strictly to hotel regulations.

#### 4.2 Suggestions

Maintaining discipline, responsibility, and professionalism is paramount in excelling within the hospitality industry. These qualities not only streamline daily operations but also enhance guest satisfaction and uphold the hotel's reputation. Emphasizing these attributes will contribute significantly to personal growth and career success in future endeavors within this dynamic field.

### REFERENCES

Soneview Hotel, 2020. *Company Profile of SONAVIEW Hotel*. Politeknik Negeri Bengkalis, 2017. *Buku Panduan Kerja Praktek*.

#### APPENDICES

#### **Appendix 1 Apprenticeship Letter**



KEMENTERIAN PENDIDIKAN DAN KEBUDAYAAN RISET, DAN TEKNOLOGI **POLITEKNIK NEGERI BENGKALIS** Jalan Bathin Alam, Sungai Alam, Bengkalis, Riau 28714 Telepon: (0766) 7008877, Faximile (0766) 8001000 Laman : http://www.polbeng.ac.id, E.Mail : <u>polbeng.ac.id</u>

Nomor: 612 /PL.31/TU//2024 Hal : <u>Permohonan Kerja Praktek (KP</u>) 15 Februari 2024

Yth. Sonaview Hotel Dumai Jl. Pattimura No.40. Dumai, Kec. Dumai, Kota Dumai, Riau 28125

Dengan Hormat,

Sehubungan akan dilaksanakannya Kerja Praktek untuk mahasiswa Politeknik Negeri Bengkalis yang bertujuan demi meningkatkan pengetahuan dan keterampilan mahasiswa melalui keterlibatan secara langsung dalam berbagai kegiatan di Perusahaan, maka kami mengharapkan kesediaan dan kerjasamanya untuk dapat menerima mahasiswa kami di Perusahaan Bapak/Ibu pimpin. Pelaksanaan Kerja Praktek Mahasiswa Politeknik Negeri Bengkalis akan dimulai pada bulan Februari s/d Juni 2024, adapun nama mahasiswa sebagai berikut:

No	Nama	Nim	Jurusan
1	Hinirta Suzila	5203211150	D3 Bahasa Inggris
2	Ria Ramadani	5203211155	D3 Bahasa Inggris

Kami sangat mengharapkan informasi lebih lanjut dari Bapak/Ibu melalui balasan surat atau menghubungi contact person dalam waktu dekat.

Demikian surat permohonan ini disampaikan, atas perhatian serta kerjasamanya diucapkan terima kasih.



Contact Person: Rionaldi, M.Pd., CICS (0852 7806 1130) NIP. 198402122014041001

### Appendix 2 Certificate



### **Appendix 3 Evaluation Form**

#### HRD

#### PENILAIAN DARI PERUSAHAAN KERJA PRAKTEK HOTEL SONAVIEW DUMAI

Nama	: Ria Ramadani
NIIM	: 5203211155
Program Studi	: Bahasa Inggris
Kampus	: Politeknik Negeri Bengkalis

No,	Aspek Penilaian	Bobot	Nilai
1.	Disiplin		80
2.	Tanggung-Jawab		80
3.	Penyesuaian Diri		80
4.	Hasil Kerja		80
5.	Perilaku Secara Umum		80
	Total Jumlah		400

## Keterangan :

Nilai	Kriteria	
81-100	: Istimewa	
71-80	: Baik Sekali	
66-70	: Baik	
61-65	: Cukup Baik	
56-60	: Cukup	
71-80 66-70 61-65	: Baik Sekali : Baik : Cukup Baik	

#### Catatan:

 ••••

Dumai, 25 Juni 2024 Nanang Sunanto

Human Resources Officer

F&B Manager

#### PENILAIAN DARI PERUSAHAAN KERJA PRAKTEK HOTEL SONAVIEW DUMAI

Nama	: Ria Ramadani
NIIM	: 5203211155
Program Studi	: Bahasa Inggris
Kampus	: Politeknik Negeri Bengkalis

No,	Aspek Penilaian	Bobot	Nilai
1.	Disiplin		95
2.	Tanggung-Jawab		9 <b>Ç</b>
3.	Penyesuaian Diri		<b>9</b> 5
4.	Hasil Kerja		gs.
5.	Perilaku Secara Umum		95
	Total Jumlah		

#### Keterangan :

Itererangan	•
Nilai	Kriteria
81-100	: Istimewa
71-80	: Baik Sekali
66-70	: Baik
61-65	: Cukup Baik
56-60	: Cukup

#### Catatan :

Baconja	dan	ber	komi	i kasi	Sangut	barle	mau
Individe	, at	<u>u</u>	Sama	tran	<b>~</b> . 0		

Dumai, 25 Juni 2024

Ishak Efendi

FB Manager

**Senior Waiter** 

#### PENILAIAN DARI PERUSAHAAN KERJA PRAKTEK HOTEL SONAVIEW

Nama	: Ria Ramadani
NIIM	: 5203211155
Program Studi	: Bahasa Inggris
Kampus	: Politeknik Negeri Bengkalis

No,	Aspek Penilaian	Bobot	Nilai
1.	Disiplin		95
2.	Tanggung-Jawab		95
3.	Penyesuaian Diri		90
4.	Hasil Kerja		95
5.	Perilaku Secara Umum		90
	Total Jumlah		

Keterangan Nilai	: Kriteria		
81-100	: Istimewa		
71-80	: Baik Sekali		
66-70	: Baik		
61-65	: Cukup Baik		
56-60	: Cukup		
Catatan :			

..... .....

.

Dumai, 25 Juni 2024

Safrizal

Senior Waiter

### Senior Housekeeping

#### PENILAIAN DARI PERUSAHAAN KERJA PRAKTEK HOTEL SONAVIEW

Nama	: Ria Ramadani
NIIM	: 5203211155
Program Studi	: Bahasa Inggris
Kampus	: Politeknik Negeri Bengkalis

No,	Aspek Penilaian	Bobot	Nilai
1.	Disiplin		95
2.	Tanggung-Jawab		98
3.	Penyesuaian Diri	-	35
4.	Hasil Kerja	1	95
5.	Perilaku Secara Umum		95
	Total Jumlah		478

## Keterangan :

Nilai	Kriteria
81-100	: Istimewa
71-80	: Baik Sekali
66-70	: Baik
61-65	: Cukup Baik
56-60	: Cukup

#### Catatan :

Mampu	Bebenja	Sama	dalam	team	/Indvidu	
Serta Ma	umpu M	enalanta	n dan	Menyer	saikan	
Dekerjaan	Sescai	Introc	si yang	di b	eritan	

Dumai, 25 Juni 2024

Guntur/Gunawan

Senior Hosekeeping

## Appendix 4 Attendance List

	: Ria Ramadani		
epartment	: FB Service		
Date	Time In	Time Out	Sign
1. 19 19 19 19 19 19 19 19 19 19 19 19 19		oruary	
26-02-2024	06:32	15:51	Pur
27-02-2024	06:45	15:35	Rec
28-02-2024	06:52	16:32	Par
29-02-2024	06:30	15:25	Pot
	M	arch	\$
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06-03-2024	13:48	22	Per
07-03-2024	13:45	22	Re
08-03-2024	13:36	22	Re
09-03-2024	13:40	22	Re
10-03-2024	(3:40		
11-03-2024	06:30	18:00	OFF
12-03-2024	06:30	16 F 56	Pe
13-03-2024	06.42	15:47	Ru
14-03-2024		(5:36	Qu
15-03-2024	06:43	(6:25	Ru
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	13:52	22:20	Pr.
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17-04-2024	06: 37	16:25	Pue
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16-05-2024	06:48	15:33	P
17-05-2024	06:47	16:10	Kun
18-05-2024	16:45	15:19	Vinto
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25-05-2024	06:47	82:21	Diff- OFF-
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08-06-2024	~	~	-
09-06-2024	~	-	-
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Ria

52

		1	
	Name	: Ria Ramadani	
	Department	: Housekeeping	

Date	Time In	Time Out	Sign
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07-06-2024	07:25	16:28	Pers
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09-06-2024	07:15	17:45	Ju
10-06-2024	07:20	16: 52	Du

Rio

## Appendix 6 Daily Activities Apprenticeship

## DAY : MONDAY DATE: FEBRUARY, 26<sup>TH</sup> 2024

No		Deskription of	Task	Signature
		activities	assignor	
1	000000000000000000000000000000000000000	Interact with HRD, Get to know how to dress and some Sonaview rules Learning to work is guided by a senior waiter, Follow along with all staff employees while introducing		Im
	No	yourself.		

No	Working	Explanation
1	Sandara Reserved	A senior waiter manages restaurant operations, ensuring smooth service by welcoming guests, taking orders accurately, coordinating with kitchen staff, addressing inquiries, training junior staff, maintaining cleanliness, managing tables, and adhering to policies and safety standards. Their role is vital in maintaining service excellence and guest satisfaction.

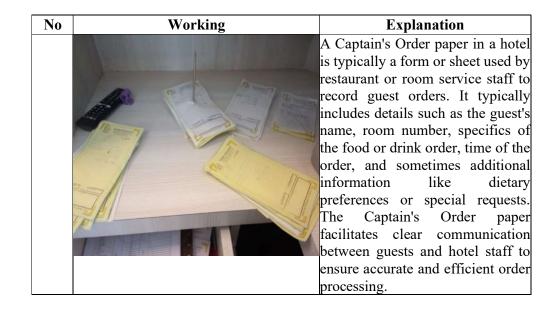
## DAY: TUESDAY DATE: FEBRUARY,27<sup>TH</sup> 2024

No	Deskription of activities	Task assignor	Signature
1	<ol> <li>Manage breakfast service at Sundara, ensuring timely and efficient operations.</li> <li>Verify guest room assignments for accurate seating and service.</li> <li>Double-check breakfast menu items to ensure completeness and accuracy.</li> <li>Maintain and restock equipment and cutlery for seamless service.</li> <li>Clean and sanitize used equipment and cutlery promptly.</li> <li>Ensure tables are clean and presentable throughout breakfast service.</li> <li>Monitor and replenish table accessories such as tissues, toothpicks, salt, and pepper.</li> <li>Conclude breakfast service punctually by 10:00 AM.</li> <li>Prepare and serve welcome drinks to enhance guest experience.</li> <li>Assist in organizing meeting rooms and handling event logistics as required.</li> </ol>	Senior waiter	T

No	Working	Explantion
		Hotel policies on mobile phone
		usage vary. While most allow
		personal phones, some restrict them
	in certain areas	
		disruptions. Guests often use their
		own phones for cost savings,
		especially for international calls, as
		hotel rates can be higher. Checking
		hotel policies or asking staff at
		check-in is recommended for
		clarity.

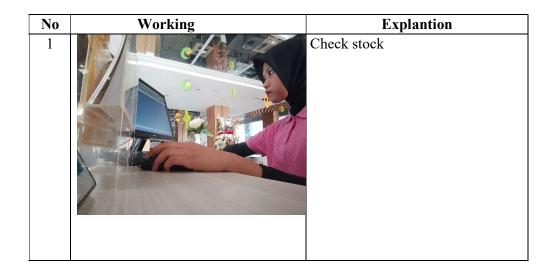
#### DAY: WEDNESDAY DATE: FEBRUARY,28<sup>TH</sup> 2024

No	Deskription of activities	Task	Signature
		assignor	
1	<ol> <li>Manage breakfast service at Sundara, ensuring timely and efficient operations.</li> <li>Verify guest room assignments for accurate seating and service.</li> <li>Double-check breakfast menu items to ensure completeness and accuracy.</li> <li>Maintain and restock equipment and cutlery for seamless service.</li> <li>Clean and sanitize used equipment and cutlery promptly.</li> <li>Ensure tables are clean and presentable throughout breakfast service.</li> <li>Monitor and replenish table accessories such as tissues, toothpicks, salt, and pepper.</li> <li>Conclude breakfast service punctually by 10:00 AM.</li> <li>Prepare and serve welcome drinks to</li> </ol>	Senior Waiter	Z
	enhance guest experience.		
	10. Assist in organizing meeting rooms and handling event logistics as required.		
	Note		



## DAY: THURSDAY DAY :FEBRUARY,29<sup>TH</sup> 2024

No	Deskription of activities	Task assignor	Signature
	<ol> <li>Oversee night shift operations, includin breakfast service at Sundara/Sky Loung and closing by 10:00 AM.</li> <li>Verify breakfast menu and ensure equipment and cutlery are in order.</li> <li>Clear and clean tables, includin dusting.</li> <li>Prepare welcome drinks and manage purchase and store requests.</li> <li>Clean and organize buffet equipment Sundara, smoking area, outlet bar of counter.</li> <li>Tidy equipment shelves and check floor (levels 2, 3, 5, 6).</li> <li>Polish all equipment and arrange cutler for breakfast service.</li> <li>Set up meeting rooms and handle event</li> </ol>	e g e t, & vs	The
	or lunch service as required.		
	Note		



## DAY: FRIDAY DATE: MARCH,1<sup>ST</sup> 2024

No	Description of activities	Task assignor	Signature
	<ol> <li>Cross check the items you want to sell or thosethat have been sold out.</li> <li>Double check the cutlery equipment andservice</li> <li>Cleaning bar, indoor &amp; outdoor skylong area(sweeping, mopping the floor).</li> <li>Clean the entire table</li> <li>Cross table equipment (tissues, toothpicks, saltand paper, bid'ah).</li> <li>Handle events, ala carte/dinner reservations (ifany).</li> <li>Check the cleanliness of ready-to- eat food.8.Check floors 2, 3, 5, 6.</li> <li>Clean dirty utensils and cutlery.</li> <li>Polish all equipment.</li> <li>Check for out-of-stock items to shop.</li> <li>set up buttet</li> </ol>	Senior Waiter	- Jun

No	Working	Explanation
1		Set up paper and pencil for Room Meeting reservation.

## DAY: SATURDAY DATE : MARCH,2<sup>ND</sup> 2024

No	Description of activities	Task assignor	Signature
	<ol> <li>Oversee night shift operations, including breakfast service at Sundara/Sky Lounge and closing by 10:00 AM.</li> <li>Verify breakfast menu and ensure equipment and cutlery are in order.</li> <li>Clear and clean tables, including dusting.</li> <li>Prepare welcome drinks and manage purchase and store requests.</li> <li>Clean and organize buffet equipment Sundara, smoking area, outlet bar &amp; counter.</li> <li>Tidy equipment shelves and check floors (levels 2, 3, 5, 6).</li> <li>Polish all equipment and arrange cutlery for breakfast service.</li> <li>Set up meeting rooms and handle events on lunch service as required.</li> </ol>		Ju
	Note		

No	Working	Ex	xplanat	tion	
1		Reservation round table	room	meeting	set

Day: Monday

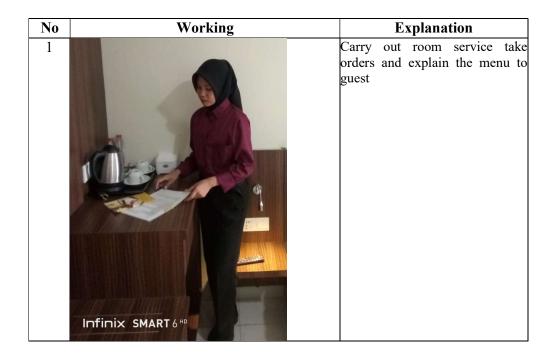
Date : March,4<sup>th</sup> 2024

No	Description of activities	Task assignor Signature
1	<ol> <li>Oversee night shift operations, including breakfast service at Sundara/Sky Lounge and closing by 10:00 AM.</li> <li>Verify breakfast menu and ensure equipment and cutlery are in order.</li> <li>Clear and clean tables, including dusting.</li> <li>Prepare welcome drinks and manage purchase and store requests.</li> <li>Clean and organize buffet equipment, Sundara, smoking area, outlet bar &amp; counter.</li> <li>Tidy equipment shelves and check floors (levels 2, 3, 5, 6).</li> <li>Polish all equipment and arrange cutlery for breakfast service.</li> <li>Set up meeting rooms and handle events</li> </ol>	- The
	or lunch service as required. Note	

No	Working	Explanation
1		Stand by serving room meeting guests. (Handle Room Meeting)

## DAY: TUESDAY DATE : MARCH,5<sup>TH</sup> 2024

No	Description of activities	Task assignor	Signature
1	1. Handle breakfast at Sundara.		111
	2. Ask the guest from which room.		Wit
	3. Cross check the breakfast menu.		
	<ol> <li>Cross-check equipment and service cutting tools.</li> </ol>		
	5. Clean dirty equipment/cutting tools on the table.		
	6. Clean the entire table.		
	7. Check the table accessories (tissue,		
	toothpick,salt and paper, heresy). 8. Close breakfast at 10.00.		
	9. Make a welcome drink.		
	<ol> <li>Make a wercome drink.</li> <li>Check item purchase requests and shop requests.</li> </ol>		
	Note		



## DAY: WEDNESDAY

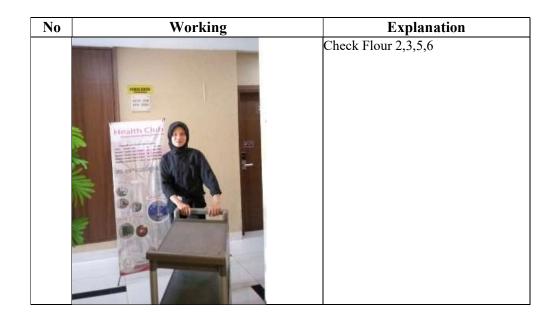
## DATE : MARCH,6<sup>TH</sup>2024

inc Sun 10: 2. Ver equ 3. Cle dus 4. Pre pur 5. Cle Sun cou 6. Tid floo 7. Pol	<b>Description of activities</b>	Task assignor	Signature
8. Set	Description of activitiesOversee night shift operations, including breakfast service at Sundara/Sky Lounge and closing by 10:00 AM.Verify breakfast menu and ensure equipment and cutlery are in order.Clear and clean tables, including dusting.Prepare welcome drinks and manage purchase and store requests.Clean and organize buffet equipment, Sundara, smoking area, outlet bar & counter.Tidy equipment shelves and check floors (levels 2, 3, 5, 6).Polish all equipment and arrange cutlery for breakfast service.Set up meeting rooms and handle		Signature
eve Note	events or lunch service as required.		



## DAY : THURSDAY DATE : MARCH,7<sup>TH</sup> 2024

No	Description of activities	Task assignor	Signature
1	<ol> <li>Description of activities</li> <li>Oversee night shift operations, including breakfast service at Sundara/Sky Lounge and closing by 10:00 AM.</li> <li>Verify breakfast menu and ensure equipment and cutlery are in order.</li> <li>Clear and clean tables, including dusting.</li> <li>Prepare welcome drinks and manage purchase and store requests.</li> <li>Clean and organize buffet equipment, Sundara, smoking area, outlet bar &amp; counter.</li> <li>Tidy equipment shelves and check floors (levels 2, 3, 5, 6).</li> <li>Polish all equipment and arrange cutlery for breakfast service.</li> <li>Set up meeting rooms and handle events</li> </ol>		Signature
	or lunch service as required.		
	Note		



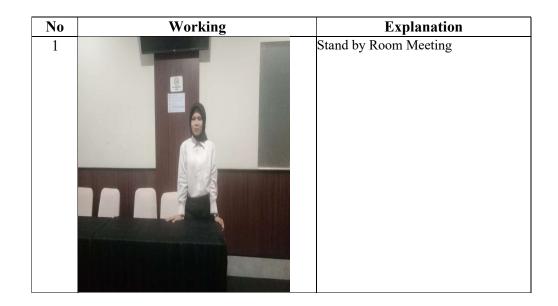
## DAY : FRIDAY DATE : MARCH,8<sup>TH</sup> 2024

No	Description of activities	Task assignor	Signature
1	<ol> <li>Description of activities</li> <li>Oversee night shift operations, including breakfast service at Sundara/Sky Lounge and closing by 10:00 AM.</li> <li>Verify breakfast menu and ensure equipment and cutlery are in order.</li> <li>Clear and clean tables, including dusting.</li> <li>Prepare welcome drinks and manage purchase and store requests.</li> <li>Clean and organize buffet equipment, Sundara, smoking area, outlet bar &amp; counter.</li> <li>Tidy equipment shelves and check floors</li> </ol>		Signature
	<ol> <li>(levels 2, 3, 5, 6).</li> <li>Polish all equipment and arrange cutlery for breakfast service.</li> <li>Set up meeting rooms and handle events or lunch service as required.</li> </ol>		
	Note		



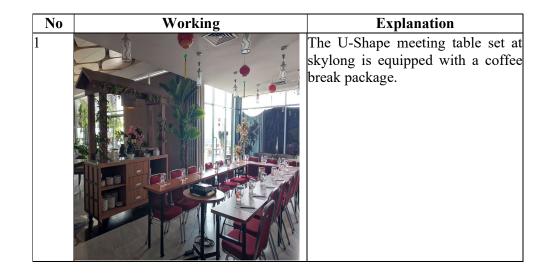
### DAY : SATURDAY DATE : MARCH,9<sup>TH</sup> 2024

No	Description of activities	Task assignor	Signature
	<ol> <li>Oversee night shift operations, including breakfast service at Sundara/Sky Lounge and closing by 10:00 AM.</li> <li>Verify breakfast menu and ensure equipment and cutlery are in order.</li> <li>Clear and clean tables, including dusting.</li> <li>Prepare welcome drinks and manage purchase and store requests.</li> <li>Clean and organize buffet equipment, Sundara, smoking area, outlet bar &amp; counter.</li> <li>Tidy equipment shelves and check floors (levels 2, 3, 5, 6).</li> <li>Polish all equipment and arrange cutlery for breakfast service.</li> <li>Set up meeting rooms and handle events</li> </ol>		
	or lunch service as required. Note		



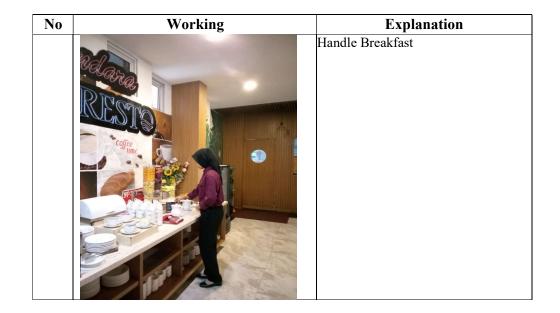
### DAY : MONDAY DATE : MARCH,11<sup>TH</sup> 2024

No	Description of activities	Task assignor	Signature
1	<ol> <li>Manage breakfast service at Sundara, ensuring timely and efficient operations.</li> <li>2. Verify guest room assignments for accurate seating and service.</li> <li>Double-check breakfast menu items to ensure completeness and accuracy.</li> <li>Maintain and restock equipment and cutlery for seamless service.</li> <li>Clean and sanitize used equipment and cutlery promptly.</li> <li>Ensure tables are clean and presentable throughout breakfast service.</li> <li>Monitor and replenish table accessories such as tissues, toothpicks, salt, and pepper.</li> <li>Conclude breakfast service punctually by 10:00 AM.</li> <li>Prepare and serve welcome drinks to enhance guest experience.</li> <li>Assist in organizing meeting rooms and handling event logistics as required.</li> </ol>		Z



DAY : TUESDAY DATE : MARCH,12<sup>TH</sup> 2024

No	Descrption of activities	Task assignor	Signature
1	<ol> <li>Manage breakfast service at Sundara, ensuring timely and efficient operations.</li> <li>Verify guest room assignments for accurate seating and service.</li> <li>Double-check breakfast menu items to ensure completeness and accuracy.</li> <li>Maintain and restock equipment and cutlery for seamless service.</li> <li>Clean and sanitize used equipment and cutlery promptly.</li> <li>Ensure tables are clean and presentable throughout breakfast service.</li> <li>Monitor and replenish table accessories such as tissues, toothpicks, salt, and pepper.</li> <li>Conclude breakfast service punctually by 10:00 AM.</li> <li>Prepare and serve welcome drinks to enhance guest experience.</li> <li>Assist in organizing meeting rooms and handling event logistics as required.</li> </ol>		24
	Note by hotel coach		



### DAY: WEDNESDAY DATE : MARCH,13<sup>TH</sup> 2024

Description of activities	Task assignor	Signature
ensuring timely and efficie		
	or	The
accurate seating and service.		
	to	
	nd	
cutlery for seamless service.		
	nd	
	le	
throughout breakfast service.		
_	nd	
8. Conclude breakfast service punctual	ly	
	to	
10. Assist in organizing meeting rooms ar	nd	
Note		
Working	Explanatio	n
P	repare Rice Book	
	<ol> <li>Manage breakfast service at Sundar ensuring timely and efficie operations.</li> <li>Verify guest room assignments f accurate seating and service.</li> <li>Double-check breakfast menu items ensure completeness and accuracy.</li> <li>Maintain and restock equipment an cutlery for seamless service.</li> <li>Clean and sanitize used equipment an cutlery promptly.</li> <li>Ensure tables are clean and presentab throughout breakfast service.</li> <li>Monitor and replenish table accessori such as tissues, toothpicks, salt, an pepper.</li> <li>Conclude breakfast service punctual by 10:00 AM.</li> <li>Prepare and serve welcome drinks enhance guest experience.</li> <li>Assist in organizing meeting rooms an handling event logistics as required.</li> <li>Note</li> </ol>	<ol> <li>Manage breakfast service at Sundara, ensuring timely and efficient operations.</li> <li>Verify guest room assignments for accurate seating and service.</li> <li>Double-check breakfast menu items to ensure completeness and accuracy.</li> <li>Maintain and restock equipment and cutlery for seamless service.</li> <li>Clean and sanitize used equipment and cutlery promptly.</li> <li>Ensure tables are clean and presentable throughout breakfast service.</li> <li>Monitor and replenish table accessories such as tissues, toothpicks, salt, and pepper.</li> <li>Conclude breakfast service punctually by 10:00 AM.</li> <li>Prepare and serve welcome drinks to enhance guest experience.</li> <li>Assist in organizing meeting rooms and handling event logistics as required.</li> </ol>

### DAY : THURSDAY DATE : MARCH,14<sup>TH</sup> 2024

<ol> <li>Cross check the items you want to sell or those thathave been sold out.</li> <li>Double check the cutlery equipment and service</li> <li>Cleaning bar, indoor &amp; outdoor skylong area(sweeping, mopping the floor).</li> <li>Clean the entire table</li> <li>Cross table equipment (tissues, toothpicks, salt andpaper, bid'ah).</li> <li>Handle events, ala carte/dinner reservations (ifany).</li> <li>Check the cleanliness of ready-to-eat food.8.Check floors 2, 3, 5, 6.</li> <li>Clean dirty utensils and cutlery.</li> <li>Polish all equipment.</li> <li>Check for out-of-stock items to shop.</li> <li>set up buttet</li> </ol>	No	Description of activities	Task assignor	Signature
	1	<ol> <li>Cross check the items you want to sell or those thathave been sold out.</li> <li>Double check the cutlery equipment and service</li> <li>Cleaning bar, indoor &amp; outdoor skylong area(sweeping, mopping the floor).</li> <li>Clean the entire table</li> <li>Cross table equipment (tissues, toothpicks, salt andpaper, bid'ah).</li> <li>Handle events, ala carte/dinner reservations (ifany).</li> <li>Check the cleanliness of ready-to-eat food.8.Check floors 2, 3, 5, 6.</li> <li>Clean dirty utensils and cutlery.</li> <li>Polish all equipment.</li> <li>Check for out-of-stock items to shop.</li> <li>set up buttet</li> </ol>		Z



DAY : FRIDAY DATE : MARCH,15<sup>TH</sup> 2024

No	Description of activities	Task assignor	Signature
1	1. Cross check the items you want to sell or those that have been sold out.		7/14
	<ol> <li>Double check the cutlery equipment and service</li> </ol>		
	3. Cleaning bar, indoor & outdoor		
	skylong area (sweeping, mopping the floor).		
	4. Clean the entire table		
	<ol> <li>Cross table equipment (tissues, toothpicks, saltand paper, bid'ah).</li> </ol>		
	<ol> <li>Handle events, ala carte/dinner reservations (ifany).</li> </ol>		
	7. Check the cleanliness of ready-to-eat		
	food.8.Check floors 2, 3, 5, 6.		
	8. Clean dirty utensils and cutlery.		
	9. Polish all equipment.		
	10. Check for out-of-stock items to shop.		
	11. set up buttet		
	Note		

No	Working		Explanation	
1		Set meeti	Classroom ng reservation.	room

### DAY : SATURDAY DATE : MARCH,16<sup>TH</sup> 2024

No	Description of activities	Task assignor	Signature
1	<ol> <li>Cross check the items you want to sell or thosethat have been sold out.</li> <li>Double check the cutlery equipment and service</li> <li>Cleaning bar, indoor &amp; outdoor skylong area(sweeping, mopping the floor).</li> <li>Clean the entire table</li> <li>Cross table equipment (tissues, toothpicks, saltand paper, bid'ah).</li> <li>Handle events, ala carte/dinner reservations (ifany).</li> <li>Check the cleanliness of ready-to-eat food.8.Check floors 2, 3, 5, 6.</li> <li>Clean dirty utensils and cutlery.</li> <li>Polish all equipment.</li> <li>Check for out-of-stock items to shop.</li> <li>set up buttet</li> </ol>	WAITER	Z

No	Working	Explanation			
1		Handle guests.	breakfast		serving

### DAY: MONDAY DATE : MARCH,18<sup>TH</sup> 2024

No	Description of activities	Task assignor	Signature
1	<ol> <li>Handle breakfast at Sundara.</li> <li>Ask the guest from which room.3.Cross check the breakfast menu.</li> <li>Cross-check equipment and service cutting tools.</li> <li>Clean dirty equipment/cutting tools on the table.</li> <li>Clean the entire table.</li> <li>Check the table accessories (tissue, toothpick, saltand paper, heresy).</li> </ol>		Z
	Note		

No	Working	Explanation
1		Set Round Table reservation at skylong.

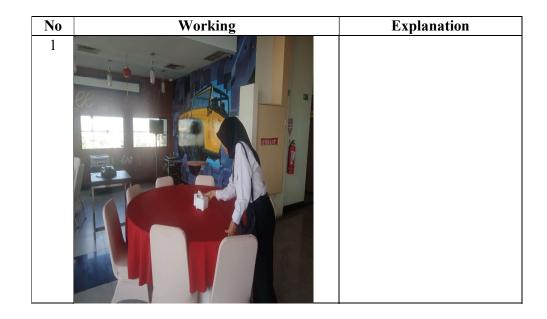
### DAY: TUESDAY DATE : MARCH,19<sup>TH</sup> 2024

No	Description of activities	Task assignor	Signature
1	<ol> <li>Manage breakfast service at Sundara, ensuring timely and efficient operations.</li> <li>Verify guest room assignments for accurate seating and service.</li> <li>Double-check breakfast menu items to ensure completeness and accuracy.</li> <li>Maintain and restock equipment and cutlery for seamless service.</li> <li>Clean and sanitize used equipment and cutlery promptly.</li> <li>Ensure tables are clean and presentable throughout breakfast service.</li> <li>Monitor and replenish table accessories such as tissues, toothpicks, salt, and pepper.</li> <li>Conclude breakfast service punctually by 10:00 AM.</li> <li>Prepare and serve welcome drinks to enhance guest experience.</li> <li>IO. Assist in organizing meeting rooms and handling event logistics as required.</li> </ol>		Z
	Note		

No	Working	Explanation
<u>No</u>	Working	CO CO

### DAY : WEDNESDAY DATE : MARCH,20<sup>TH</sup> 2024

No	Description of activities	Task assigor	Signature
1	<ol> <li>Manage breakfast service at Sundara, ensuring timely and efficient operations.</li> <li>Verify guest room assignments for accurate seating and service.</li> <li>Double-check breakfast menu items to ensure completeness and accuracy.</li> <li>Maintain and restock equipment and cutlery for seamless service.</li> <li>Clean and sanitize used equipment and cutlery promptly.</li> <li>Ensure tables are clean and presentable throughout breakfast service.</li> <li>Monitor and replenish table accessories such as tissues, toothpicks, salt, and pepper.</li> <li>Conclude breakfast service punctually by 10:00 AM.</li> <li>Prepare and serve welcome drinks to enhance guest experience.</li> <li>10. Assist in organizing meeting rooms and handling event logistics as required.</li> </ol>		
	Note by hotel coach		



### DAY: THURSDAY DATE : MARCH, 21<sup>ST</sup>2024

No	Description of activities	Task assignor	Signature
<u>No</u> 1	<ol> <li>Description of activities</li> <li>1. Manage breakfast service at Sundara, ensuring timely and efficient operations.</li> <li>2. Verify guest room assignments for accurate seating and service.</li> <li>3. Double-check breakfast menu items to ensure completeness and accuracy.</li> <li>4. Maintain and restock equipment and cutlery for seamless service.</li> <li>5. Clean and sanitize used equipment and cutlery promptly.</li> <li>6. Ensure tables are clean and presentable throughout breakfast service.</li> <li>7. Monitor and replenish table accessories such as tissues, toothpicks, salt, and pepper.</li> <li>8. Conclude breakfast service punctually by 10:00 AM.</li> <li>9. Prepare and serve welcome drinks to enhance guest experience.</li> <li>10. Assist in organizing meeting rooms and handling event logistics as</li> </ol>		Signature
	required.		
	Note		

No	Working	Explanation
1		Handling breakfast in a hotel is a complex process involving many departments and staff. The goal is to provide a delicious, nutritious and satisfying breakfast to all hotel guests in an efficient and effective manner.

### DAY: FRIDAY

## DATE : MARCH,22<sup>TH</sup> 2024

No	Description of activities	Task assignor	Signature
1	<ol> <li>Oversee night shift operations, including breakfast service at Sundara/Sky Lounge and closing by 10:00 AM.</li> <li>Verify breakfast menu and ensure equipment and cutlery are in order.</li> <li>Clear and clean tables, including dusting.</li> <li>Prepare welcome drinks and manage purchase and store requests.</li> <li>Clean and organize buffet equipment, Sundara, smoking area, outlet bar &amp; counter.</li> <li>Tidy equipment shelves and check floors (levels 2, 3, 5, 6).</li> <li>Polish all equipment and arrange cutlery for breakfast service.</li> <li>Set up meeting rooms and handle events</li> </ol>		Z
	or lunch service as required. Note		

No	Working	Explanation
		Taking orders is the process where a server or cashier receives requests from customers to purchase or order specific products or services, typically in the context of restaurants, cafes, or retail stores.

### DAY: SATURDAY

### DATE : MARCH,23<sup>th</sup> 2024

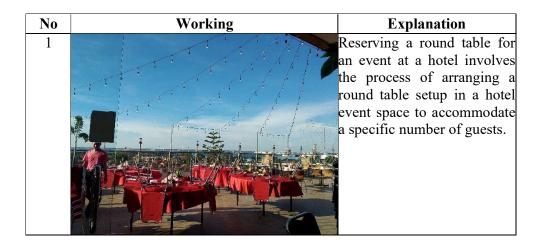
No	Description of activites	Task assignor	Signature
No	<ol> <li>Oversee night shift operations, including breakfast service at Sundara/Sky Lounge and closing by 10:00 AM.</li> <li>Verify breakfast menu and ensure equipment and cutlery are in order.</li> <li>Clear and clean tables, including dusting.</li> <li>Prepare welcome drinks and manage purchase and store requests.</li> <li>Clean and organize buffet equipment, Sundara, smoking area, outlet bar &amp; counter.</li> </ol>		Z
	<ol> <li>Tidy equipment shelves and check floors (levels 2, 3, 5, 6).</li> <li>Polish all equipment and arrange cutlery for breakfast service.</li> </ol>		
	<ul> <li>8. □ Set up meeting rooms and handle events or lunch service as required.</li> </ul>		
	Note		

No	Working	Explanation
1		Setting up a lunch reservation involves the process of arranging a table or seating for a specific number of guests at a restaurant or similar establishment during lunch hours.

#### DAY: MONDAY

### DATE : MARCH,25<sup>TH</sup> 2024

No	Description of activities	Task assignor	Signature
1	1. Oversee night shift operations, including breakfast service at Sundara/Sky Lounge		7
	and closing by 10:00 AM.		
	2. Verify breakfast menu and ensure equipment and cutlery are in order.		
	3. Clear and clean tables, including dusting.		
	4. Prepare welcome drinks and manage purchase and store requests.		
	5. Clean and organize buffet equipment, Sundara, smoking area, outlet bar & counter.		
	6. Tidy equipment shelves and check floors (levels 2, 3, 5, 6).		
	7. Polish all equipment and arrange cutlery for breakfast service.		
	8. Set up meeting rooms and handle events or lunch service as required.		
	Note		



### DAY: TUESDAY DATE : MARCH,26<sup>TH</sup> 2024

No	Description of activities	Task assignor	Signature
<b>No</b> 1	<ul> <li>Description of activities</li> <li>1. Oversee night shift operations, including breakfast service at Sundara/Sky Lounge and closing by 10:00 AM.</li> <li>2. Verify breakfast menu and ensure equipment and cutlery are in order.</li> <li>3. Clear and clean tables, including dusting.</li> <li>4. Prepare welcome drinks and manage purchase and store requests.</li> <li>5. Clean and organize buffet equipment, Sundara, smoking area, outlet bar &amp; counter.</li> <li>6. Tidy equipment shelves and check floors (levels 2, 3, 5, 6).</li> <li>7. Polish all equipment and arrange cutlery for breakfast service.</li> <li>8. Set up meeting rooms and handle events or lunch service as required.</li> </ul>		Signature

No	Working	Explanation
1		A VIP set lunch at a hotel typically involves a curated dining experience designed to cater to the needs and preferences of distinguished guests. a VIP set lunch at a hotel aims to provide an exceptional dining experience characterized by luxury, personalized service, and exquisite culinary offerings, tailored to meet the expectations of esteemed guests.

### DAY : WEDNESDAY DATE : MARCH,27<sup>TH</sup> 2024

No	Description of adjective	Task assignor	Signature
1	<ol> <li>Oversee night shift operations, including breakfast service at Sundara/Sky Lounge and closing by 10:00 AM.</li> <li>Verify breakfast menu and ensure equipment and cutlery are in order.</li> <li>Clear and clean tables, including dusting.</li> <li>Prepare welcome drinks and manage purchase and store requests.</li> <li>Clean and organize buffet equipment, Sundara, smoking area, outlet bar &amp; counter.</li> <li>Tidy equipment shelves and check floors (levels 2, 3, 5, 6).</li> <li>Polish all equipment and arrange cutlery for breakfast service.</li> <li>Set up meeting rooms and handle</li> </ol>		The
	events or lunch service as required. Note		

No	Working	Explanation
1		A classroom set meeting in a hotel involves arranging a meeting room setup similar to a traditional classroom setting, with tables and chairs arranged in rows.

DAY: THURSDAY DATE : MARCH,28<sup>TH</sup> 2024

No	Description of activities	Task assignor	Signature
1	<ol> <li>Manage breakfast service at Sundara, ensuring timely and efficient operations.</li> <li>Verify guest room assignments for accurate seating and service.</li> <li>Double-check breakfast menu items to ensure completeness and accuracy.</li> <li>Maintain and restock equipment and cutlery for seamless service.</li> <li>Clean and sanitize used equipment and cutlery promptly.</li> <li>Ensure tables are clean and presentable throughout breakfast service.</li> <li>Monitor and replenish table accessories such as tissues, toothpicks, salt, and pepper.</li> <li>Conclude breakfast service punctually by 10:00 AM.</li> <li>Prepare and serve welcome drinks to enhance guest experience.</li> <li>Assist in organizing meeting rooms and handling event logistics as required.</li> </ol>		
	Note		

No	Working	Explanation
1		Prepare skylong.

#### DAY: FRIDAY

### DATE : MARCH,29<sup>TH</sup> 2024

No	Description of activities	Task assignor	Signature
1	<ol> <li>Manage breakfast service at Sundara, ensuring timely and efficient operations.</li> <li>Verify guest room assignments for accurate seating and service.</li> <li>Double-check breakfast menu items to ensure completeness and accuracy.</li> <li>Maintain and restock equipment and cutlery for seamless service.</li> <li>Clean and sanitize used equipment and cutlery promptly.</li> <li>Ensure tables are clean and presentable throughout breakfast service.</li> <li>Monitor and replenish table accessories such as tissues, toothpicks, salt, and pepper.</li> <li>Conclude breakfast service punctually by 10:00 AM.</li> <li>Prepare and serve welcome drinks to enhance guest experience.</li> <li>Assist in organizing meeting rooms and handling event logistics as required.</li> </ol>		- All
	Note		

No	Working	Explanation
1		Set lunch

DAY: SUNDAY DATE : MARCH,30<sup>TH</sup> 2024

No	Description of activities	Task assignor	Signature
1	<ol> <li>Manage breakfast service at Sundara, ensuring timely and efficient operations.</li> <li>Verify guest room assignments for accurate seating and service.</li> <li>Double-check breakfast menu items to ensure completeness and accuracy.</li> <li>Maintain and restock equipment and cutlery for seamless service.</li> <li>Clean and sanitize used equipment and cutlery promptly.</li> <li>Ensure tables are clean and presentable throughout breakfast service.</li> <li>Monitor and replenish table accessories such as tissues, toothpicks, salt, and pepper.</li> <li>Conclude breakfast service punctually by 10:00 AM.</li> <li>Prepare and serve welcome drinks to enhance guest experience.</li> <li>Assist in organizing meeting rooms and handling event logistics as required.</li> </ol>		
	Note		

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#### DAY: MONDAY

# DATE : APRIL,01<sup>ST</sup> 2024

<ol> <li>Manage breakfast service at Sundara, ensuring timely and efficient operations.</li> <li>Verify guest room assignments for accurate seating and service.</li> <li>Double-check breakfast menu items to ensure completeness and accuracy.</li> <li>Maintain and restock equipment and cutlery for seamless service.</li> <li>Clean and sanitize used equipment and cutlery promptly.</li> <li>Ensure tables are clean and presentable throughout breakfast service.</li> <li>Monitor and replenish table accessories such as tissues, toothpicks, salt, and pepper.</li> <li>Conclude breakfast service punctually by 10:00 AM.</li> <li>Prepare and serve welcome drinks to enhance guest experience.</li> <li>10. 10. Assist in organizing meeting rooms and handling event logistics as required.</li> <li>Note</li> </ol>

No	Working	Explanation
1		Delivery of orders to guests in a hotel restaurant involves the process of bringing food and beverages that guests have ordered directly to their table or seating area.

### DAY: TUESDAY DATE : APRIL,02<sup>ND</sup> 2024

No	Description of activities	Task assignor	Signature
<u>No</u>	<ol> <li>Handle breakfast at Sundara.</li> <li>Ask the guest from which room.</li> <li>Cross check the breakfast menu.</li> <li>Cross-check equipment and service cutting tools.</li> <li>Clean dirty equipment/cutting tools on the table.</li> <li>Clean the entire table.</li> <li>Check the table accessories (tissue, toothpick,salt and paper, heresy).</li> <li>Close breakfast at 10.00.</li> <li>Make a welcome drink.</li> <li>Check item purchase requests and shop requests.</li> <li>Clean sundara &amp; smoking area, bar &amp; counter outlets (sweep &amp; mop the floor).</li> <li>Tidy up the shelves and drawers.</li> <li>Check floors 2,3,5,6.</li> <li>Polish all equipment.</li> <li>Arrange the utensils and cutlery for breakfast intheir proper place.</li> <li>Arrangement of meeting rooms (if there is areservation)</li> <li>Handle events (if any) &amp; Handle lunch</li> </ol>		Signature
	(if any). Note		

No	Working	Explanation
1		Set Lunch

### DAY: WEDNESDAY

### DATE : APRIL,03<sup>RD</sup> 2024

No	Description of activities	Task assignor	Signature
1	<ol> <li>Manage breakfast service at Sundara, ensuring timely and efficient operations.</li> <li>Verify guest room assignments for accurate seating and service.</li> <li>Double-check breakfast menu items to ensure completeness and accuracy.</li> <li>Maintain and restock equipment and cutlery for seamless service.</li> <li>Clean and sanitize used equipment and cutlery promptly.</li> <li>Ensure tables are clean and presentable throughout breakfast service.</li> <li>Monitor and replenish table accessories such as tissues, toothpicks, salt, and pepper.</li> <li>Conclude breakfast service punctually by 10:00 AM.</li> <li>Prepare and serve welcome drinks to enhance guest experience.</li> <li>Assist in organizing meeting rooms and handling event logistics as required.</li> </ol>		

No	Working	Explanation
1		Set Lunch

### DAY: THURSDAY

### DATE : APRIL,04<sup>TH</sup> 2024

No	Description of activities	Task assignor	Signature
1.	1. Handle breakfast at Sundara.		1.1
	2. Ask the guest from which room.		
	3. Cross check the breakfast menu.		1
	<ol> <li>Cross-check equipment and service cutting tools.</li> </ol>		
	5. Clean dirty equipment/cutting tools on the table.		
	6. Clean the entire table.		
	7. Check the table accessories (tissue,		
	toothpick,salt and paper, heresy).		
	8. Close breakfast at 10.00.		
	Note		

No	Wor	Explanation
<b>No</b>	Wor king	In hotels, "polishing" refers to maintaining cleanliness and enhancing the appearance of rooms and public areas. It involves cleaning, wiping, and shining
		surfaces like tables, floors, glass, and furniture to ensure they look neat and appealing to guests. Regular polishing helps hotels uphold high standards and ensure a pleasant stay for guests.

#### DAY: FRIDAY DATE : APRIL,05<sup>TH</sup> 2024

No	Description of activities	Task assignor	Signature
1	1. Handle breakfast at Sundara.		1.1
	2. Ask the guest from which room.		
	3.Cross check the breakfast menu.		
	4.Cross-check equipment and servicecutting tools.		
	3. Clean dirty equipment/cutting tools on the table.		
	4. Clean the entire table.		
	5. Check the table accessories (tissue, toothpick, salt and paper, heresy).		
	<ol> <li>Close breakfast at 10.00.9.Make a welcome drink.</li> </ol>		
	Note		

No	Working	Explanation
		A briefing is a concise communication session typically conducted before an activity or event begins. Its purpose is to provide essential information, instructions, or guidance to all participants or team members involved.

### DAY: SATURDAY DATE : APRIL,06<sup>TH</sup> 2024

No	Description of activities	Task assignor	Signature
1	7. Handle breakfast at Sundara.		1.1
	8. Ask the guest from which room.		Wa
	3.Cross check the breakfast menu.		
	4.Cross-check equipment and servicecutting tools.		1
	9. Clean dirty equipment/cutting tools on the table.		
	10. Clean the entire table.		
	11. Check the table accessories (tissue,		
	toothpick, salt and paper, heresy).		
	12. Close breakfast at 10.00.9.Make a welcome drink.		
	Note		

No	Working	Explanation
		Answering the phone in a restaurant is a crucial aspect of providing efficient and friendly customer service.

#### DAY: MONDAY

## DATE : APRIL,08<sup>TH</sup> 2024

No	Description of activities	Task assignor	Signature
<u>No</u> 1	<ol> <li>Description of activities</li> <li>Manage breakfast service at Sundara, ensuring timely and efficient operations.</li> <li>Verify guest room assignments for accurate seating and service.</li> <li>Double-check breakfast menu items to ensure completeness and accuracy.</li> <li>Maintain and restock equipment and cutlery for seamless service.</li> <li>Clean and sanitize used equipment and cutlery promptly.</li> <li>Ensure tables are clean and presentable throughout breakfast service.</li> <li>Monitor and replenish table accessories such as tissues, toothpicks, salt, and pepper.</li> <li>Conclude breakfast service punctually by 10:00 AM.</li> <li>Prepare and serve welcome drinks to enhance guest experience.</li> <li>Assist in organizing meeting rooms and handling event logistics as</li> </ol>	Task assignor	
	required. Note		



### DAY: SATURDAY DATE : APRIL,13<sup>TH</sup> 2024

No	Description of activities	Task assignor	Signature
1	<ol> <li>Manage breakfast service at Sundara, ensuring timely and efficient operations.</li> <li>Verify guest room assignments for accurate seating and service.</li> <li>Double-check breakfast menu items to ensure completeness and accuracy.</li> <li>Maintain and restock equipment and cutlery for seamless service.</li> <li>Clean and sanitize used equipment and cutlery promptly.</li> <li>Ensure tables are clean and presentable throughout breakfast service.</li> <li>Monitor and replenish table accessories such as tissues, toothpicks, salt, and pepper.</li> <li>Conclude breakfast service punctually by 10:00 AM.</li> <li>Prepare and serve welcome drinks to enhance guest experience.</li> <li>Assist in organizing meeting rooms and handling event logistics as required.</li> </ol>		- Aug
	Note		

No	Working	Explanation
1		Handle Room Metting

### DAY : SUNDAY DATE : APRIL,14<sup>TH</sup> 2024

No	Description of activities	Task assignor	Signature
1	<ol> <li>Manage breakfast service at Sundara, ensuring timely and efficient operations.</li> <li>Verify guest room assignments for accurate seating and service.</li> <li>Double-check breakfast menu items to ensure completeness and accuracy.</li> <li>Maintain and restock equipment and cutlery for seamless service.</li> <li>Clean and sanitize used equipment and cutlery promptly.</li> <li>Ensure tables are clean and presentable throughout breakfast service.</li> <li>Monitor and replenish table accessories such as tissues, toothpicks, salt, and pepper.</li> <li>Conclude breakfast service punctually by 10:00 AM.</li> <li>Prepare and serve welcome drinks to enhance guest experience.</li> <li>Assist in organizing meeting rooms and handling event logistics as required.</li> </ol>		- Jun

No	Working	Explanation
1		
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#### DAY: MONDAY DATE : APRIL,15<sup>TH</sup> 2024

No	Description of activities	Task assignor Signat	ture
	<ol> <li>Cross check the items you want to sell or thosethat have been sold out.</li> <li>Double check the cutlery equipment andservice</li> <li>Cleaning bar, indoor &amp; outdoor skylong area(sweeping, mopping the floor).</li> <li>Clean the entire table</li> <li>Cross table equipment (tissues, toothpicks,salt and paper, bid'ah).</li> <li>Handle events, ala carte/dinner reservations(if any).</li> <li>Check the cleanliness of ready-to-eat food.8.Check floors 2, 3, 5, 6.</li> <li>9. Clean dirty utensils and cutlery.</li> </ol>	7	- Jun
	Note		

No	Working	Explanation
1		
	A A AND	
	Contraction of the second seco	
	24 JA	

### DAY: TUESDAY DATE : APRIL,16<sup>TH</sup> 2024

No	Description of activities	Task assignor	Signature
1	<ol> <li>Cross check the items you want to sell or those thathave been sold out.</li> <li>Double check the cutlery equipment and service</li> <li>Cleaning bar, indoor &amp; outdoor skylong area (sweeping, mopping the floor).</li> <li>Clean the entire table</li> <li>Cross table equipment (tissues, toothpicks, saltand paper, bid'ah).</li> <li>Handle events, ala carte/dinner reservations (ifany).</li> <li>Check the cleanliness of ready-to-eat food.</li> <li>Check floors 2, 3, 5, 6.</li> <li>Clean dirty utensils and cutlery.</li> <li>Polish all equipment.</li> <li>Check for out-of-stock items to shop.</li> <li>set up buttet</li> </ol>		- And
	Note		

No	Working	Explanation
1		Set up Room meeting

#### DAY: WEDNESDAY

## DATE : APRIL, 17<sup>TH</sup> 2024

No	Description of activities	Task assignor	Signature
1	<ol> <li>Cross check the items you want to sell or thosethat have been sold out.</li> <li>Double check the cutlery equipment and service</li> <li>Cleaning bar, indoor &amp; outdoor skylong area (sweeping, mopping the floor).</li> <li>Clean the entire table</li> <li>Cross table equipment (tissues, toothpicks, saltand paper, bid'ah).</li> <li>Handle events, ala carte/dinner reservations (ifany).</li> <li>Check the cleanliness of ready-to-eat food.8.Check floors 2, 3, 5, 6.</li> <li>Clean dirty utensils and cutlery.</li> <li>Polish all equipment.</li> <li>Check for out-of-stock items to shop.</li> <li>set up buttet</li> </ol>		

No	Working	Explanation
1		Handle Reservation at skylong

### DAY: THURSDAY DATE : APRIL,18<sup>TH</sup> 2024

No	Description of activities	Task assignor	Signature
1	<ol> <li>Handle breakfast at Sundara.</li> <li>Ask the guest from which room. &amp; Cross check the breakfast menu.</li> <li>Cross-check equipment and service cuttingtools.</li> <li>Clean dirty equipment/cutting tools on thetable.</li> <li>Clean the entire table.</li> <li>Check the table accessories (tissue, toothpick,salt and paper, heresy).</li> <li>Close breakfast at 10.00. &amp; Make a welcome drink.</li> <li>Check item purchase requests and shop requests.</li> <li>Clean all equipment in the buttet.</li> <li>Clean sundara &amp; smoking area, bar &amp; counteroutlets (sweep &amp; mop the floor).</li> <li>Tidy up the shelves and drawers. 14.Check floors 2,3,5,6.</li> <li>Polish all equipment.</li> <li>Arrange the utensils and cutlery for breakfastin their proper place.</li> <li>Arrangement of meeting rooms (if there is areservation)</li> <li>Handle events (if any). &amp; Handle lunch (if any).</li> </ol>		
	Note		

No	Working	Explanation
1		Handle Breakfast

### DAY: SATURDAY DATE : APRIL, 20<sup>TH</sup> 2024

No	Description of activities	Task assignor	Signature
1	<ol> <li>Manage breakfast service at Sundara, ensuring timely and efficient operations.</li> <li>Verify guest room assignments for accurate seating and service.</li> <li>Double-check breakfast menu items to ensure completeness and accuracy.</li> <li>Maintain and restock equipment and cutlery for seamless service.</li> <li>Clean and sanitize used equipment and cutlery promptly.</li> <li>Ensure tables are clean and presentable throughout breakfast service.</li> <li>Monitor and replenish table accessories such as tissues, toothpicks, salt, and pepper.</li> <li>Conclude breakfast service punctually by 10:00 AM.</li> <li>Prepare and serve welcome drinks to enhance guest experience.</li> <li>Assist in organizing meeting rooms and handling event logistics as required.</li> </ol>		C.
	Note		

No	Working	Explanation
1		Preparing rice boxes and cake boxes for events before the event day is one of the collaborative efforts so that the event runs smoothly, and makes customers feel happy and think well of the company.

### DAY: SUNDAY

# DATE : APRIL,21<sup>th</sup> 2024

No	Working	Explanation
1		Set Rice Box

#### DAY: MONDAY DATE : APRIL,22<sup>th</sup> 2024

No	Description of activities	Task assignor	Signature
1	1. Handle breakfast at Sundara.		$\square^{\circ}$
	2. Ask the guest from which room. ⨯		Ca
	check the breakfast menu.	,	
	3. Cross-check equipment and service cutting		
	tools.		
	4. Clean dirty equipment/cutting tools on the		
	table.		
	5. Clean the entire table.		
	6. Check the table accessories (tissue,		
	toothpick,salt and paper, heresy).		
	7. Close breakfast at 10.00.&Make a welcome		
	drink.		
	8. Check item purchase requests and		
	shoprequests.		
	<ol> <li>Clean all equipment in the buttet.</li> <li>Clean sundara &amp; smoking area, bar &amp; counter</li> </ol>		
	<b>e</b>		
	outlets (sweep & mop the floor). 11. Tidy up the shelves and drawers. &Check		
	floors 2,3,5,6.		
	12. Polish all equipment.		
	13. Arrange the utensils and cutlery for breakfast		
	in their proper place.		
	14. Arrangement of meeting rooms (if there is		
	areservation)		
	15. Handle events (if any). & Handle lunch (if		
	any).		
	Note by hotel coach		

No	Working	Explanation
1		List quest breakfast

### DAY: TUESDAY DATE : APRIL,23<sup>RD</sup> 2024

No	Description of activities	Task assignor	Signature
1	<ol> <li>Manage breakfast service at Sundara, ensuring timely and efficient operations.</li> <li>Verify guest room assignments for accurate seating and service.</li> <li>Double-check breakfast menu items to ensure completeness and accuracy.</li> <li>Maintain and restock equipment and cutlery for seamless service.</li> <li>Clean and sanitize used equipment and cutlery promptly.</li> <li>Ensure tables are clean and presentable throughout breakfast service.</li> <li>Monitor and replenish table accessories such as tissues, toothpicks, salt, and pepper.</li> <li>Conclude breakfast service punctually by 10:00 AM.</li> <li>Prepare and serve welcome drinks to enhance guest experience.</li> <li>Assist in organizing meeting rooms and handling event logistics as required.</li> </ol>		J.
	Note		



#### DAY: WEDNESDAY

# DATE : APRIL,24<sup>TH</sup> 2024

No	Description of activities	Task assignor	Signature
1	<ol> <li>Description of activities</li> <li>Handle breakfast at Sundara.</li> <li>Ask the guest from which room.⨯ check the breakfast menu.</li> <li>Cross-check equipment and service cuttingtools.</li> <li>Clean dirty equipment/cutting tools on thetable.</li> <li>Clean the entire table.</li> <li>Check the table accessories (tissue, toothpick,salt and paper, heresy).</li> <li>Close breakfast at 10.00. &amp;Make a welcome drink.</li> <li>Check item purchase requests and shop requests.</li> <li>Clean all equipment in the buttet.</li> <li>Clean sundara &amp; smoking area, bar &amp; counteroutlets (sweep &amp; mop the floor).</li> <li>Tidy up the shelves and drawers.&amp;Check floors 2,3,5,6.</li> <li>Polish all equipment.</li> <li>Arrange the utensils and cutlery for breakfastin their proper place.</li> <li>Arrangement of meeting rooms (if there is areservation)</li> <li>Handle events (if any).&amp;Handle lunch (if any).</li> </ol>		Signature

No	Working	Explanation
1	LPHENX: SMART_	Check floor, this is done every day checking from floors 2, 3, 5, 6 to clear up dirty dishes from guest rooms, usually these plates are placed in front of the door.

#### DAY : THUSDAY

## DATE : APRIL,25<sup>TH</sup> 2024

No	Description of activities	Task assignor	Signature
1	<ol> <li>Description of activities</li> <li>Handle breakfast at Sundara.</li> <li>Ask the guest from which room.</li> <li>Cross check the breakfast menu.</li> <li>Cross check the breakfast menu.</li> <li>Cross-check equipment and service cuttingtools.</li> <li>Clean dirty equipment/cutting tools on thetable.</li> <li>Clean the entire table.</li> <li>Check the table accessories (tissue, toothpick,salt and paper, heresy).</li> <li>Close breakfast at 10.00.</li> <li>Make a welcome drink.</li> <li>Check item purchase requests and shoprequests.</li> <li>Clean sundara &amp; smoking area, bar &amp; counter outlets (sweep &amp; mop the floor).</li> <li>Tidy up the shelves and drawers.</li> </ol>		Signature
	Note		

Explanation

#### DAY: SATURDAY DATE : APRIL,27<sup>TH</sup> 2024

No	Description of activities	Task assignor	Signature
1	<ol> <li>Handle breakfast at Sundara.</li> <li>Ask the guest from which room.</li> <li>Cross check the breakfast menu.</li> <li>Cross-check equipment and service cutting tools.</li> <li>Clean dirty equipment/cutting tools on the table.</li> <li>Clean the entire table.</li> <li>Check the table accessories (tissue, toothpick, saltand paper, heresy).</li> <li>Close breakfast at 10.00.</li> <li>Make a welcome drink.</li> <li>Check item purchase requests and shop requests.</li> <li>Clean sundara &amp; smoking area, bar &amp; counter outlets (sweep &amp; mop the floor).</li> <li>Note</li> </ol>		Ge.



#### DAY: SUNDAY DATE : APRIL,28<sup>TH</sup> 2024

<ol> <li>Handle breakfast at Sundara.</li> <li>Ask the guest from which room.</li> <li>Cross check the breakfast menu.</li> <li>Cross-check equipment and service cuttingtools.</li> <li>Clean dirty equipment/cutting tools on the table.</li> <li>Clean the entire table.</li> <li>Clean the entire table.</li> <li>Check the table accessories (tissue, toothpick,salt and paper, heresy).</li> <li>Close breakfast at 10.00.</li> <li>Make a welcome drink.</li> <li>Check item purchase requests and shoprequests.</li> <li>Clean sundara &amp; smoking area, bar &amp; counter outlets (sweep &amp; mop the floor).</li> <li>Tidy up the shelves and drawers.</li> <li>Check floors 2,3,5,6.</li> <li>Polish all equipment.</li> </ol>

No	Working	Explanation
1		Set room meeting

#### DAY: MONDAY DATE : APRIL,29<sup>TH</sup> 2024

No	Working	Explanation
1		Handle Room Meeting

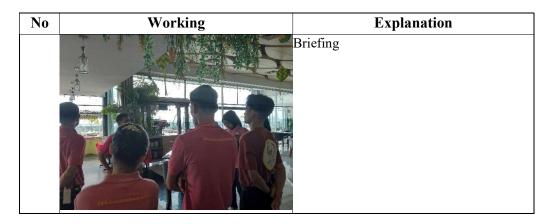
#### DAY: TUESDAY DATE : APRIL,30<sup>TH</sup> 2024

No	Description of activities	Task assignor	Signature
1	<ol> <li>Description of activities</li> <li>Handle breakfast at Sundara.</li> <li>Ask the guest from which room.</li> <li>Cross check the breakfast menu.</li> <li>Cross-check equipment and service cutting tools.</li> <li>Clean dirty equipment/cutting tools on the table.</li> <li>Clean the entire table.</li> <li>Check the table accessories (tissue, toothpick,salt and paper, heresy).</li> <li>Close breakfast at 10.00.</li> <li>Make a welcome drink.</li> <li>Check item purchase requests and shoprequests.</li> <li>Clean sundara &amp; smoking area, bar &amp; counteroutlets (sweep &amp; mop the floor).</li> <li>Tidy up the shelves and drawers.</li> </ol>		Signature

No	Working	Explanation
	Infink SMARte	Handle Breakfast

#### DAY : WEDNESDAY DATE : MAY,1<sup>st</sup> 2024

<ol> <li>Handle breakfast at Sundara.</li> <li>Ask the guest from which room.</li> <li>Cross check the breakfast menu.</li> <li>Cross-check equipment and service cutting tools.</li> <li>Clean dirty equipment/cutting tools on the table.</li> <li>Clean the entire table.</li> <li>Check the table accessories (tissue, toothpick,salt and paper, heresy).</li> <li>Close breakfast at 10.00.</li> <li>Make a welcome drink.</li> <li>Check item purchase requests and shoprequests.</li> <li>Clean sundara &amp; smoking area, bar &amp; counteroutlets (sweep &amp; mop the floor).</li> </ol>	No	Description of activities	Task assignor	Signature
13. Tidy up the shelves and drawers.	<u>No</u> 1	<ol> <li>Handle breakfast at Sundara.</li> <li>Ask the guest from which room.</li> <li>Cross check the breakfast menu.</li> <li>Cross-check equipment and service cutting tools.</li> <li>Clean dirty equipment/cutting tools on the table.</li> <li>Clean the entire table.</li> <li>Check the table accessories (tissue, toothpick,salt and paper, heresy).</li> <li>Close breakfast at 10.00.</li> <li>Make a welcome drink.</li> <li>Check item purchase requests and shoprequests.</li> <li>Clean sundara &amp; smoking area, bar &amp; counteroutlets (sweep &amp; mop the floor).</li> </ol>		Signature



#### DAY: THURSDAY

## DATE : MEI,2<sup>ND</sup> 2024

No	Description of activities	Task assignor	Signature
1	<ol> <li>Manage breakfast service at Sundara, ensuring timely and efficient operations.</li> <li>Verify guest room assignments for accurate seating and service.</li> <li>Double-check breakfast menu items to ensure completeness and accuracy.</li> <li>Maintain and restock equipment and cutlery for seamless service.</li> <li>Clean and sanitize used equipment and cutlery promptly.</li> <li>Ensure tables are clean and presentable throughout breakfast service.</li> <li>Monitor and replenish table accessories such as tissues, toothpicks, salt, and pepper.</li> <li>Conclude breakfast service punctually by 10:00 AM.</li> <li>Prepare and serve welcome drinks to enhance guest experience.</li> <li>Assist in organizing meeting rooms and handling event logistics as required.</li> <li>Note</li> </ol>		Je.

No	Working	Explanation
1	Infinix SMART 6"	Handle Breakfast

#### DAY: SATURDAY DATE : MEI,4<sup>TH</sup> 2024

No	Description of activities	Task assignor	Signature
1	<ol> <li>Manage breakfast service at Sundara, ensuring timely and efficient operations.</li> <li>Verify guest room assignments for accurate seating and service.</li> <li>Double-check breakfast menu items to ensure completeness and accuracy.</li> <li>Maintain and restock equipment and cutlery for seamless service.</li> <li>Clean and sanitize used equipment and cutlery promptly.</li> <li>Ensure tables are clean and presentable throughout breakfast service.</li> <li>Monitor and replenish table accessories such as tissues, toothpicks, salt, and pepper.</li> <li>Conclude breakfast service punctually by 10:00 AM.</li> <li>Prepare and serve welcome drinks to enhance guest experience.</li> <li>Assist in organizing meeting rooms and handling event logistics as required.</li> </ol>		C.

No	Working	Explanation
		Handle Reservation

#### DAY: SUNDAY DATE : MEI,5<sup>TH</sup> 2024

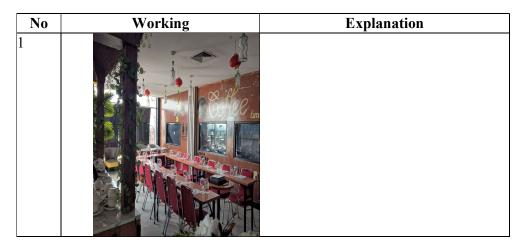
No	Description of activities	Task assignor	Signature
1	<ol> <li>Manage breakfast service at Sundara, ensuring timely and efficient operations.</li> <li>Verify guest room assignments for accurate seating and service.</li> <li>Double-check breakfast menu items to ensure completeness and accuracy.</li> <li>Maintain and restock equipment and cutlery for seamless service.</li> <li>Clean and sanitize used equipment and cutlery promptly.</li> <li>Ensure tables are clean and presentable throughout breakfast service.</li> <li>Monitor and replenish table accessories such as tissues, toothpicks, salt, and pepper.</li> <li>Conclude breakfast service punctually by 10:00 AM.</li> <li>Prepare and serve welcome drinks to enhance guest experience.</li> <li>Assist in organizing meeting rooms and handling event logistics as required.</li> </ol>		Jenne 1
	Note by hotel coach		

No	Working	Explanation
1		Prepare Rice box

#### DAY: MONDAY

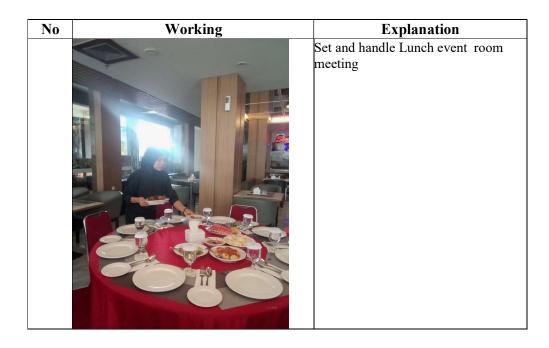
# DATE : MEI,6<sup>TH</sup> 2024

No	Description of activities	Task assignor	Signature
1	<ol> <li>Oversee night shift operations, including breakfast service at Sundara/Sky Lounge and closing by 10:00 AM.</li> <li>Verify breakfast menu and ensure equipment and cutlery are in order.</li> <li>Clear and clean tables, including dusting.</li> <li>Prepare welcome drinks and manage purchase and store requests.</li> <li>Clean and organize buffet equipment, Sundara, smoking area, outlet bar &amp; counter.</li> <li>Tidy equipment shelves and check floors (levels 2, 3, 5, 6).</li> </ol>		Je .
	<ol> <li>Polish all equipment and arrange cutlery for breakfast service.</li> </ol>		
	8. Set up meeting rooms and handle events or lunch service as required.		
	Note		



#### DAY: TUESDAY DATE : MEI,7<sup>TH</sup> 2024

No	Description of activities	Task assignor	Signature
1	<ol> <li>Oversee night shift operations, including breakfast service at Sundara/Sky Lounge and closing by 10:00 AM.</li> </ol>		Co.
	<ol> <li>Verify breakfast menu and ensure equipment and cutlery are in order.</li> </ol>		
	<ol> <li>Clear and clean tables, including dusting.</li> </ol>		
	<ol> <li>Prepare welcome drinks and manage purchase and store requests.</li> </ol>		
	<ol> <li>Clean and organize buffet equipment, Sundara, smoking area, outlet bar &amp; counter.</li> </ol>		
	6. Tidy equipment shelves and check floors (levels 2, 3, 5, 6).		
	7. Polish all equipment and arrange cutlery for breakfast service.		
	<ol> <li>Set up meeting rooms and handle events or lunch service as required.</li> </ol>		
	Note		



#### DAY: WEDNESDAY DATE : MEI,8<sup>TH</sup> 2024

No	Description of activities	Task assignor Signature
1	<ol> <li>Oversee night shift operations, including breakfast service at Sundara/Sky Lounge and closing by 10:00 AM.</li> <li>Verify breakfast menu and ensure equipment and cutlery are in order.</li> <li>Clear and clean tables, including dusting.</li> <li>Prepare welcome drinks and manage</li> </ol>	Co.
	<ul> <li>purchase and store requests.</li> <li>5. Clean and organize buffet equipment, Sundara, smoking area, outlet bar &amp; counter.</li> <li>6. Tidy equipment shelves and check floors</li> </ul>	
	<ol> <li>(levels 2, 3, 5, 6).</li> <li>Polish all equipment and arrange cutlery for breakfast service.</li> <li>Set up meeting rooms and handle events</li> </ol>	
	or lunch service as required. Note	

No	Working	Explanation
1		Make Bill

#### DAY: THURSDAY

# DATE : MEI,9<sup>TH</sup> 2024

No	Description of activities	Task assignor	Signature
1	<ol> <li>Oversee night shift operations, including breakfast service at Sundara/Sky Lounge and closing by 10:00 AM.</li> <li>Verify breakfast menu and ensure equipment and cutlery are in order.</li> <li>Clear and clean tables, including dusting.</li> <li>Prepare welcome drinks and manage purchase and store requests.</li> <li>Clean and organize buffet equipment, Sundara, smoking area, outlet bar &amp; counter.</li> <li>Tidy equipment shelves and check floors (levels 2, 3, 5, 6).</li> <li>Polish all equipment and arrange cutlery for breakfast service.</li> </ol>		Signature
	8. Set up meeting rooms and handle events or lunch service as required.		
	Note		

No Working	Explanation

#### DAY: SATURDAY DATE : MEI,11<sup>TH</sup> 2024

No	Description of activities	Task assignor	Signature
1	<ol> <li>Oversee night shift operations, including breakfast service at Sundara/Sky Lounge and closing by 10:00 AM.</li> <li>Verify breakfast menu and ensure equipment and cutlery are in order.</li> <li>Clear and clean tables, including dusting.</li> <li>Prepare welcome drinks and manage purchase and store requests.</li> <li>Clean and organize buffet equipment, Sundara, smoking area, outlet bar &amp; counter.</li> <li>Tidy equipment shelves and check floors (levels 2, 3, 5, 6).</li> <li>Polish all equipment and arrange cutlery for breakfast service.</li> <li>Set up meeting rooms and handle events or lunch service as required.</li> </ol>		Le.

No	Working	Explanation
1		

#### DAY: SUNDAY

## DATE : MEI,12<sup>TH</sup> 2024

No	Description of activities	Task assignor	Signature
1	1. Oversee night shift operations, including breakfast service at Sundara/Sky Lounge and closing by 10:00 AM.		Ge.
	2. Verify breakfast menu and ensure equipment and cutlery are in order.		
	3. Clear and clean tables, including dusting.		
	4. Prepare welcome drinks and manage purchase and store requests.		
	5. Clean and organize buffet equipment, Sundara, smoking area, outlet bar & counter.		
	6. Tidy equipment shelves and check floors (levels 2, 3, 5, 6).		
	7. Polish all equipment and arrange cutlery for breakfast service.		
	8. Set up meeting rooms and handle events or lunch service as required.		
	Note		

No	Working	Explanation
1		Example of banquet event order reservation paper

#### DAY: MONDAY

## DATE : MEI,13<sup>TH</sup> 2024

No	Description of activities	Task assignor	Signature
1	<ol> <li>Oversee night shift operations, including breakfast service at Sundara/Sky Lounge and closing by 10:00 AM.</li> <li>Verify breakfast menu and ensure equipment and cutlery are in order.</li> <li>Clear and clean tables, including dusting.</li> <li>Prepare welcome drinks and manage purchase and store requests.</li> <li>Clean and organize buffet equipment, Sundara, smoking area, outlet bar &amp; counter.</li> <li>Tidy equipment shelves and check floors (levels 2, 3, 5, 6).</li> <li>Polish all equipment and arrange cutlery for breakfast service.</li> <li>Set up meeting rooms and handle events or lunch service as required.</li> </ol>		Je.
	Note		

No	Working	Explanation
1		Prepare Box for an event

#### DAY: TUESDAY DATE : MEI,14<sup>TH</sup> 2024

No	Description of activities	Task assignor	Signature
1	1. Oversee night shift operations, including breakfast service at Sundara/Sky Lounge and closing by 10:00 AM.		Ge.
	2. Verify breakfast menu and ensure equipment and cutlery are in order.		
	3. Clear and clean tables, including dusting.		
	4. Prepare welcome drinks and manage purchase and store requests.		
	5. Clean and organize buffet equipment, Sundara, smoking area, outlet bar & counter.		
	6. Tidy equipment shelves and check floors (levels 2, 3, 5, 6).		
	7. Polish all equipment and arrange cutlery for breakfast service.		
	8. Set up meeting rooms and handle events or lunch service as required.		
	Note		

No	Working	Explanation
1		Room service enables hotel guests to order meals and beverages directly to their rooms for convenience and privacy. Orders are placed via phone or app from a dedicated menu, available throughout the day for breakfast, lunch, and dinner. Prompt delivery ensures food quality, though additional charges may apply. This service enhances the hotel stay by offering dining options in-room.

#### DAY: WEDNESDAY

#### DATE : MEI, 15<sup>TH</sup> 2024

No	Description of activities	Task assignor	Signature
1	<ol> <li>Oversee night shift operations, including breakfast service at Sundara/Sky Lounge and closing by 10:00 AM.</li> <li>Verify breakfast menu and ensure equipment and cutlery are in order.</li> <li>Clear and clean tables, including dusting.</li> <li>Prepare welcome drinks and manage purchase and store requests.</li> <li>Clean and organize buffet equipment, Sundara, smoking area, outlet bar &amp; counter.</li> <li>Tidy equipment shelves and check floors (levels 2, 3, 5, 6).</li> <li>Polish all equipment and arrange cutlery for breakfast service.</li> <li>Set up meeting rooms and handle</li> </ol>		Ge.
	events or lunch service as required. Note		

No	Working	Explanation
1	<text></text>	
	<ol> <li>Relinitive and another the second seco</li></ol>	

#### DAY: THURSDAY

#### DATE : MEI, 16<sup>TH</sup> 2024

No	Description of activities	Task assignor	Signature
1	1. Oversee night shift operations, including breakfast service at Sundara/Sky Lounge and closing by 10:00 AM.		Ce.
	<ol> <li>Verify breakfast menu and ensure equipment and cutlery are in order.</li> </ol>		
	3. Clear and clean tables, including dusting.		
	4. Prepare welcome drinks and manage purchase and store requests.		
	5. Clean and organize buffet equipment, Sundara, smoking area, outlet bar & counter.		
	6. Tidy equipment shelves and check floors (levels 2, 3, 5, 6).		
	7. Polish all equipment and arrange cutlery for breakfast service.		
	8. Set up meeting rooms and handle events or lunch service as required.		
	Note		

No	Working	Explanatior
l		

DAY : FRIDAY DATE : MEI,17<sup>TH</sup> 2024

No	Description of activities	Task assignor Signature
1	<ol> <li>Description of activities</li> <li>Oversee night shift operations, including breakfast service at Sundara/Sky Lounge and closing by 10:00 AM.</li> <li>Verify breakfast menu and ensure equipment and cutlery are in order.</li> <li>Clear and clean tables, including dusting.</li> <li>Prepare welcome drinks and manage purchase and store requests.</li> <li>Clean and organize buffet equipment, Sundara, smoking area, outlet bar &amp;</li> </ol>	Task assignor Signature
	<ul> <li>counter.</li> <li>6. Tidy equipment shelves and check floors (levels 2, 3, 5, 6).</li> <li>7. Polish all equipment and arrange cutlery for breakfast service.</li> <li>8. Set up meeting rooms and handle events or lunch service as required.</li> </ul>	
	Note	

No	Working	Explanation	
1		Welcoming guests at a hotel restaurant involves greeting them warmly upon arrival, assisting with seating preferences, presenting menus clearly, recommending dishes, and ensuring attentive service throughout their meal. Staff aim to make guests feel valued and provide a pleasant dining experience from start to finish, concluding with gratitude for their visit and offering assistance as they depart.	

#### DAY: SATURDAY

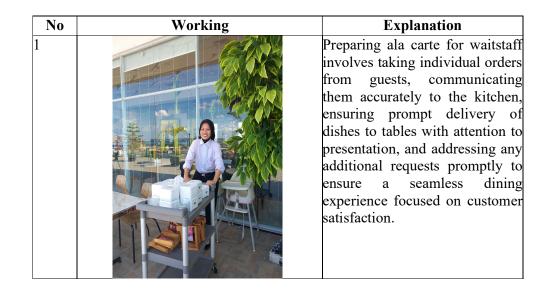
## DATE : MEI,18<sup>TH</sup> 2024

No	Description of activities	Task assignor	Signature
1	<ol> <li>Oversee night shift operations, including breakfast service at Sundara/Sky Lounge and closing by 10:00 AM.</li> <li>Verify breakfast menu and ensure equipment and cutlery are in order.</li> <li>Clear and clean tables, including dusting.</li> <li>Prepare welcome drinks and manage purchase and store requests.</li> <li>Clean and organize buffet equipment, Sundara, smoking area, outlet bar &amp; counter.</li> <li>Tidy equipment shelves and check floors (levels 2, 3, 5, 6).</li> <li>Polish all equipment and arrange cutlery for breakfast service.</li> <li>Set up meeting rooms and handle events or lunch service as required.</li> </ol>		Le.
	Note		

No	Working	Explanation
1	ITÉRICA EMART 6"	

#### DAY : SUNDAY DATE : MEI,19<sup>TH</sup> 2024

No	Description of activities	Task assignor	Signature
1	<ol> <li>Oversee night shift operations, including breakfast service at Sundara/Sky Lounge and closing by 10:00 AM.</li> <li>Verify breakfast menu and ensure equipment and cutlery are in order.</li> <li>Clear and clean tables, including dusting.</li> <li>Prepare welcome drinks and manage purchase and store requests.</li> <li>Clean and organize buffet equipment, Sundara, smoking area, outlet bar &amp; counter.</li> <li>Tidy equipment shelves and check floors (levels 2, 3, 5, 6).</li> <li>Polish all equipment and arrange cutlery for breakfast service.</li> </ol>		Signature
	8. Set up meeting rooms and handle events or lunch service as required.		
	Note		

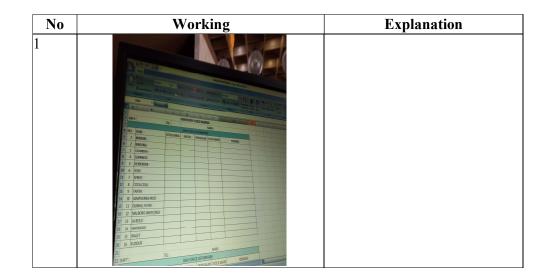


#### DAY : TUESDAY DATE : MEI,21<sup>ST</sup> 2024

No	Description of activities	Task assignor	Signature
1	1. Oversee night shift operations, including breakfast service at Sundara/Sky Lounge and closing by 10:00 AM.		Le.
	<ol> <li>Verify breakfast menu and ensure equipment and cutlery are in order.</li> <li>Clear and clean tables, including dusting.</li> </ol>		
	<ol> <li>Prepare welcome drinks and manage purchase and store requests.</li> <li>Clean and organize buffet equipment,</li> </ol>	,	
	<ul><li>Sundara, smoking area, outlet bar &amp; counter.</li><li>6. Tidy equipment shelves and check</li></ul>		
	<ul><li>floors (2, 3, 5, 6).</li><li>7. Polish all equipment and arrange cutlery for breakfast service.</li></ul>		
	<ol> <li>8. Set up meeting rooms and handle events or lunch service as required.</li> <li>Note</li> </ol>		
No	Working	Explan	ation
1		skylong	

#### DAY: TUESDAY DATE : MEI,22<sup>TH</sup> 2024

No	Description of activities	Task assignor	Signature
<b>No</b> 1	<ol> <li>Description of activities</li> <li>Oversee night shift operations, including breakfast service at Sundara/Sky Lounge and closing by 10:00 AM.</li> <li>Verify breakfast menu and ensure equipment and cutlery are in order.</li> <li>Clear and clean tables, including dusting.</li> <li>Prepare welcome drinks and manage purchase and store requests.</li> <li>Clean and organize buffet equipment, Sundara, smoking area, outlet bar &amp; counter.</li> <li>Tidy equipment shelves and check floors (levels 2, 3, 5, 6).</li> <li>Polish all equipment and arrange cutlery for breakfast service.</li> <li>Set up meeting rooms and handle events or lunch service as required.</li> </ol>	Task assignor	Signature



#### DAY: THURSDAY

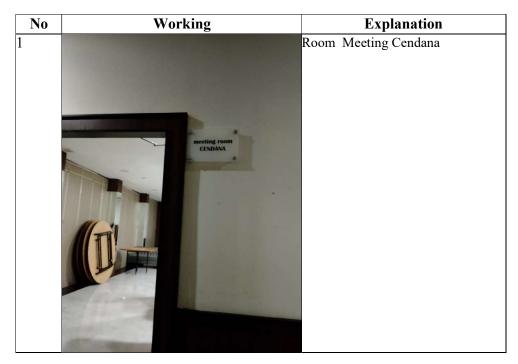
DATE : MEI,23<sup>RD</sup> 2024

No	<b>Description of activities</b>	Task assignor	signature
1	<ol> <li>Description of activities</li> <li>Oversee night shift operations, including breakfast service at Sundara/Sky Lounge and closing by 10:00 AM.</li> <li>Verify breakfast menu and ensure equipment and cutlery are in order.</li> <li>Clear and clean tables, including dusting.</li> <li>Prepare welcome drinks and manage purchase and store requests.</li> <li>Clean and organize buffet equipment, Sundara, smoking area, outlet bar &amp; counter.</li> <li>Tidy equipment shelves and check floors (levels 2, 3, 5, 6).</li> <li>Polish all equipment and arrange cutlery for breakfast service.</li> <li>Set up meeting rooms and handle events or lunch service as required.</li> </ol>	Task assignor	signature
	Note		

No	Working	Explanation
1		Schedule

# DAY: SATURDAY DATE : MEI,25<sup>TH</sup> 2024

No	Description of activities	Task assignor	Signature
1	<ol> <li>Description of activities</li> <li>Oversee night shift operations, including breakfast service at Sundara/Sky Lounge and closing by 10:00 AM.</li> <li>Verify breakfast menu and ensure equipment and cutlery are in order.</li> <li>Clear and clean tables, including dusting.</li> <li>Prepare welcome drinks and manage purchase and store requests.</li> <li>Clean and organize buffet equipment, Sundara, smoking area, outlet bar &amp; counter.</li> </ol>		Signature
	<ol> <li>Tidy equipment shelves and check floors (levels 2, 3, 5, 6).</li> <li>Polish all equipment and arrange cutlery for breakfast service.</li> <li>Set up meeting rooms and handle events or lunch service as required.</li> </ol>		
	Note		



DAY : SUNDAY DATE : MEI,26<sup>TH</sup> 2024

No	Description of activities	Task assignor Signature
1	1. Oversee night shift operations, includ	
	breakfast service at Sundara/Sky Lour	nge
	and closing by 10:00 AM.	
	2. Verify breakfast menu and ens	ure
	equipment and cutlery are in order.	
	3. Clear and clean tables, including dusti	
	4. Prepare welcome drinks and man	age
	purchase and store requests.	
	5. Clean and organize buffet equipme	
	Sundara, smoking area, outlet bar counter.	X
	6. Tidy equipment shelves and check flo (levels 2, 3, 5, 6).	ors
	<ol> <li>7. Polish all equipment and arrange cutl</li> </ol>	onu
	for breakfast service.	ery
	8. Set up meeting rooms and handle eve	ents
	or lunch service as required.	
No	Working	Explanation
1		

#### DAY: TUESDAY

## DATE : MEI,28<sup>TH</sup> 2024

No	Description of activities	Task assignor	Signature
1	1. Oversee night shift operations, including breakfast service at Sundara/Sky Lounge and closing by 10:00 AM.		Ce.
	2. Verify breakfast menu and ensure equipment and cutlery are in order.		
	3. Clear and clean tables, including dusting.		
	<ol> <li>Prepare welcome drinks and manage purchase and store requests.</li> </ol>		
	5. Clean and organize buffet equipment, Sundara, smoking area, outlet bar & counter.		
	6. Tidy equipment shelves and check floors (levels 2, 3, 5, 6).		
	7. Polish all equipment and arrange cutlery for breakfast service.		
	8. Set up meeting rooms and handle events or lunch service as required.		
	Note		

No	Working	Explanation
1	Statements and statements of the	Handle event
	Contraction Contraction (C)	
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	a long to the second	
	A CALL AND A CALL AND A	

#### DAY: WEDNESDAY

#### DATE : MEI,29<sup>TH</sup> 2024

No	<b>Description of activies</b>	Task assignor	Signature
	<ol> <li>Description of actives</li> <li>Oversee night shift operations, including breakfast service at Sundara/Sky Lounge and closing by 10:00 AM.</li> <li>Verify breakfast menu and ensure equipment and cutlery are in order.</li> <li>Clear and clean tables, including dusting.</li> <li>Prepare welcome drinks and manage purchase and store requests.</li> <li>Clean and organize buffet equipment, Sundara, smoking area, outlet bar &amp; counter.</li> <li>Tidy equipment shelves and check floors (levels 2, 3, 5, 6).</li> <li>Polish all equipment and arrange cutlery for breakfast service.</li> <li>Set up meeting rooms and handle</li> </ol>		June -
1	events or lunch service as required. Note		

No	Working	Explanation

## DAY: THURSDAY

DATE	: MEI,30 <sup>TH</sup> 2024	

No	Description of activities	Task assignor	Signature
1	1. Oversee night shift operations,		$\square^{\circ}$
	including breakfast service at		Ca
	Sundara/Sky Lounge and closing by		
	10:00 AM.		
	2. Verify breakfast menu and ensure		
	equipment and cutlery are in order.		
	3. Clear and clean tables, including		
	dusting.		
	4. Prepare welcome drinks and manage		
	purchase and store requests.		
	5. Clean and organize buffet equipment,		
	Sundara, smoking area, outlet bar & counter.		
	6. Tidy equipment shelves and check		
	floors (levels 2, 3, 5, 6).		
	7. Polish all equipment and arrange		
	cutlery for breakfast service.		
	8. Set up meeting rooms and handle		
	events or lunch service as required.		
	Note		

No	Working	Explanation
1		

Day: Friday Date : Mei,31<sup>th</sup> 2024

No	Description of activities	Task assignor	Signature
1	<ol> <li>Oversee night shift operations, including breakfast service at Sundara/Sky Lounge and closing by 10:00 AM.</li> </ol>		Co.
	2. Verify breakfast menu and ensure equipment and cutlery are in order.		
	3. Clear and clean tables, including dusting.		
	<ol> <li>Prepare welcome drinks and manage purchase and store requests.</li> </ol>		
	5. Clean and organize buffet equipment, Sundara, smoking area, outlet bar & counter.		
	6. Tidy equipment shelves and check floors (levels 2, 3, 5, 6).		
	7. Polish all equipment and arrange cutlery for breakfast service.		
	8. Set up meeting rooms and handle events or lunch service as required.		
	Note		
No	Working	Explanati	on
1	Set	Classroom metting	

### DAY: SATURDAY

Diffendition	
DATE : JUNE,1 <sup>ST</sup> 2024	

No		Description of activities	Task assignor	Signature
1	2. 3. 4. 5. 6. 7. 8.	Oversee night shift operation including breakfast service a Sundara/Sky Lounge and closing b 10:00 AM. Verify breakfast menu and ensur- equipment and cutlery are in order. Clear and clean tables, includir dusting. Prepare welcome drinks and manage purchase and store requests. Clean and organize buffet equipment Sundara, smoking area, outlet bar counter. Tidy equipment shelves and check floors (levels 2, 3, 5, 6). Polish all equipment and arrange cutlery for breakfast service. Set up meeting rooms and handle events or lunch service as required.	s, at py re ng ge tt, &	J.
	No	ote		
No		Working	Explanat	tion
1		i e a a a a a a a a a a a a a a a a a a	The appearance of vital for creating mpression and enjexperience. It inclesign, cleanliness, so ood presentation, a attention to details aromas and restroom all contributing to visit for guests.	g a positive oyable dining ludes interior service quality, ambiance, and like pleasant a cleanliness—

DAY: SUNDAY

DATE	: JUNE,2 <sup>ND</sup> 2024		
No	Description of activities	Task assignor	Signature
1	<ol> <li>Oversee night shift operations, including breakfast service at Sundara/Sky Lounge and closing by 10:00 AM.</li> </ol>		Le.
	<ol> <li>Verify breakfast menu and ensure equipment and cutlery are in order.</li> </ol>		
	3. Clear and clean tables, including dusting.		
	<ol> <li>Prepare welcome drinks and manage purchase and store requests.</li> </ol>		
	<ol> <li>Clean and organize buffet equipment, Sundara, smoking area, outlet bar &amp; counter.</li> </ol>		
	6. Tidy equipment shelves and check floors (levels 2, 3, 5, 6).		
	<ol> <li>Polish all equipment and arrange cutlery for breakfast service.</li> </ol>		
	<ol> <li>Set up meeting rooms and handle events or lunch service as required.</li> </ol>		
1	Note		
<b>No</b>	Note Working	Explanation	1
		Explanation	<u>1</u>

DAY: MONDAY

DATE	: JUNE,3 <sup>RD</sup> 2024		
No	Description of activities	Task assignor	Signature
	<ol> <li>Oversee night shift operations, including breakfast service at Sundara/Sky Lounge and closing by 10:00 AM.</li> <li>Verify breakfast menu and ensure equipment and cutlery are in order.</li> <li>Clear and clean tables, including dusting.</li> <li>Prepare welcome drinks and manage purchase and store requests.</li> <li>Clean and organize buffet equipment, Sundara, smoking area, outlet bar &amp; counter.</li> <li>Tidy equipment shelves and check floors (levels 2, 3, 5, 6).</li> <li>Polish all equipment and arrange cutlery for breakfast service.</li> <li>Set up meeting rooms and handle events or lunch service as required.</li> </ol>		C.
	Note		
No	Working	Explana	ation
1			

#### DAY: TUESDAY

## DATE : JUNE,4<sup>TH</sup> 2024

No	Description of activities	Task assignor	Signature
1	<ol> <li>Oversee night shift operations, including breakfast service at Sundara/Sky Lounge and closing by 10:00 AM.</li> <li>Verify breakfast menu and ensure equipment and cutlery are in order.</li> <li>Clear and clean tables, including dusting.</li> <li>Prepare welcome drinks and manage purchase and store requests.</li> <li>Clean and organize buffet equipment, Sundara, smoking area, outlet bar &amp; counter.</li> <li>Tidy equipment shelves and check floors (levels 2, 3, 5, 6).</li> <li>Polish all equipment and arrange cutlery for breakfast service.</li> </ol>		Signature
	8. Set up meeting rooms and handle events or lunch service as required.		
	Note by hotel coach		

No	Working	Explanation
1		

DATE : JUNE,5<sup>TH</sup> 2024

No	Description of activities	Task assignor	Signature
1	<ol> <li>Rolling Into Housekeeping</li> <li>learn to recognize the names of items</li> <li>study room set (equipment)</li> <li>mop the flour 2,3,5,6</li> </ol>		
	Note		

No	Working	Explanation
1		The hotel housekeeping room setup includes essential tools and supplies like vacuums, cleaning cloths, towels, toiletries, and additional amenities such as irons and hair dryers. These items are meticulously prepared to maintain high cleanliness and guest comfort standards in each room.

#### DAY: THURSDAY DATE : JUNE,6<sup>TH</sup> 2024

No	Description of activitie	s Task assignor	Signature
1	<ol> <li>Rolling Into Housekeeping</li> <li>learn to recognize the names of iter</li> <li>study room set (equipment)</li> <li>mop the flour 2,3,5,6</li> </ol>	ns	Co.
	Note by hotel coach		
No	Working	Explanat	tion
1		During events or re housekeeping depar guest rooms are cleaned, stocked wit and amenities, and needed to accomm They coordinate clo front desk to align ro with guest arrivals cleanliness in co ensuring a pleasant an stay for all guests.	tment ensures meticulously th fresh linens arranged as nodate guests. osely with the om availability and maintain mmon areas,

## DAY: FRIDAY DATE : JUNE,7<sup>TH</sup> 2024

No	Description of activities		Task assignor	Signature
1	<ol> <li>Rolling Into Housekeeping</li> <li>learn to recognize the names of item</li> <li>study room set (equipment)</li> <li>mop the flour 2,3,5,6</li> </ol>	S		Go
	Note by hotel coach			
No	Working		Explana	ation
1		tec and rea gud pro (PN con des req All con dig eff	hnology to so d ensure the c diness of hotel est arrivals. operty manage MS) for mmunication w sk in addr juests and insp information re ditions and ac gitally recorde	with the front essing guest bection issues. egarding room ctions taken is ed to ensure nsistent service

#### DAY: SATURDAY DATE : JUNE,8<sup>TH</sup> 2024

No	Description of activities	Task assignor	Signature
1.	<ol> <li>Rolling Into Housekeeping</li> <li>learn to recognize the names of items</li> <li>study room set (equipment)</li> <li>mop the flour 2,3,5,6</li> <li>Note</li> </ol>		Te.
No	Working	Explan	ation
1	n c s a s c r i i i e h a e e	Iousekeeping's nanaging soiled collecting, sortin oil level, lau ppropriate de ettings, drying, arefully storing of edistribution. The nventory, report nsure guests high-quality liner clean and environment the totel.	linens involves g by type and ndering with tergents and ironing, and clean linens for They monitor damages, and receive fresh, ns, maintaining comfortable

## DAY: SUNDAY DATE : JUNE,9<sup>TH</sup> 2024

No	Description of activities	Task assignor	Signature
	<ol> <li>Rolling Into Housekeeping</li> <li>learn to recognize the names of items</li> <li>study room set (equipment)</li> <li>mop the flour 2,3,5,6</li> </ol>		Co.
	Note by hotel coach		

No	Working	Explanation
1		Housekeeping's role in room meetings includes setting up the space before events, providing necessary amenities, ensuring cleanliness during meetings, and promptly cleaning up afterward to maintain a professional environment for attendees.

## DAY : MONDAY DATE : JUNE,10<sup>TH</sup> 2024

No	Description of activities	Task assignor	Signature
1	<ol> <li>Oversee night shift operations, including breakfast service at Sundara/Sky Lounge and closing by 10:00 AM.</li> <li>Verify breakfast menu and ensure equipment and cutlery are in order.</li> <li>Clear and clean tables, including dusting.</li> <li>Prepare welcome drinks and manage purchase and store requests.</li> <li>Clean and organize buffet equipment, Sundara, smoking area, outlet bar &amp; counter.</li> <li>Tidy equipment shelves and check floors (levels 2, 3, 5, 6).</li> <li>Polish all equipment and arrange cutlery for breakfast service.</li> <li>Set up meeting rooms and handle events</li> </ol>		C.
	or lunch service as required. Note		

No	Working	Explanation
1		

DAY: TUESDAY

	E : JUNE,11 <sup>TH</sup> 2024	1	1	
No	Description of activities	Task assignor   Signatur		
1	<ol> <li>Oversee night shift operations, including breakfast service at Sundara/Sky Lounge and closing by 10:00 AM.</li> <li>Verify breakfast menu and ensure equipment and cutlery are in order.</li> <li>Clear and clean tables, including dusting.</li> <li>Prepare welcome drinks and manage purchase and store requests.</li> <li>Clean and organize buffet equipment, Sundara, smoking area, outlet bar &amp; counter.</li> <li>Tidy equipment shelves and check floors (levels 2, 3, 5, 6).</li> <li>Polish all equipment and arrange cutlery for breakfast service.</li> <li>Set up meeting rooms and handle events on lunch service as required.</li> </ol>			
	Note			
No	Working	Explanatio	)n	

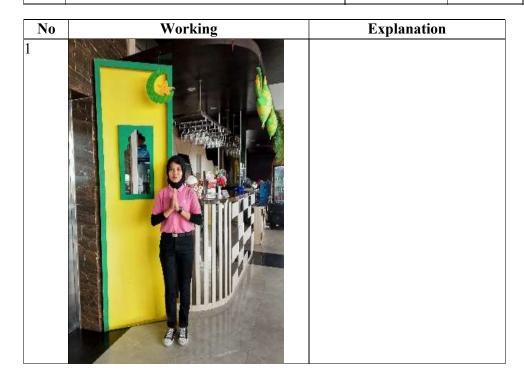
## DATE : JUNE, 12<sup>TH</sup> 2024

1. Oversee night shift operations, including breakfast service at Sundara/Sky Lounge and closing by 10:00 AM.       2. Verify breakfast menu and ensure equipment and cutlery are in order.         3. Clear and clean tables, including dusting.       4. Prepare welcome drinks and manage purchase and store requests.         5. Clean and organize buffet equipment, Sundara, smoking area, outlet bar & counter.       6. Tidy equipment shelves and check floors (levels 2, 3, 5, 6).         7. Polish all equipment and arrange cutlery for breakfast service.       8. Set up meeting rooms and handle events or lunch service as required.         Note       Note	No	Description of activities	Task assignor	Signature
<ul> <li>closing by 10:00 AM.</li> <li>Verify breakfast menu and ensure equipment and cutlery are in order.</li> <li>Clear and clean tables, including dusting.</li> <li>Prepare welcome drinks and manage purchase and store requests.</li> <li>Clean and organize buffet equipment, Sundara, smoking area, outlet bar &amp; counter.</li> <li>Tidy equipment shelves and check floors (levels 2, 3, 5, 6).</li> <li>Polish all equipment and arrange cutlery for breakfast service.</li> <li>Set up meeting rooms and handle events or lunch service as required.</li> </ul>	1.	Oversee night shift operations, including	ıg	
<ol> <li>Verify breakfast menu and ensure equipment and cutlery are in order.</li> <li>Clear and clean tables, including dusting.</li> <li>Prepare welcome drinks and manage purchase and store requests.</li> <li>Clean and organize buffet equipment, Sundara, smoking area, outlet bar &amp; counter.</li> <li>Tidy equipment shelves and check floors (levels 2, 3, 5, 6).</li> <li>Polish all equipment and arrange cutlery for breakfast service.</li> <li>Set up meeting rooms and handle events or lunch service as required.</li> </ol>		breakfast service at Sundara/Sky Lounge an	d	
<ul> <li>and cutlery are in order.</li> <li>Clear and clean tables, including dusting.</li> <li>Prepare welcome drinks and manage purchase and store requests.</li> <li>Clean and organize buffet equipment, Sundara, smoking area, outlet bar &amp; counter.</li> <li>Tidy equipment shelves and check floors (levels 2, 3, 5, 6).</li> <li>Polish all equipment and arrange cutlery for breakfast service.</li> <li>Set up meeting rooms and handle events or lunch service as required.</li> </ul>		closing by 10:00 AM.		
<ol> <li>Clear and clean tables, including dusting.</li> <li>Prepare welcome drinks and manage purchase and store requests.</li> <li>Clean and organize buffet equipment, Sundara, smoking area, outlet bar &amp; counter.</li> <li>Tidy equipment shelves and check floors (levels 2, 3, 5, 6).</li> <li>Polish all equipment and arrange cutlery for breakfast service.</li> <li>Set up meeting rooms and handle events or lunch service as required.</li> </ol>	2.	Verify breakfast menu and ensure equipment	nt	
<ul> <li>4. Prepare welcome drinks and manage purchase and store requests.</li> <li>5. Clean and organize buffet equipment, Sundara, smoking area, outlet bar &amp; counter.</li> <li>6. Tidy equipment shelves and check floors (levels 2, 3, 5, 6).</li> <li>7. Polish all equipment and arrange cutlery for breakfast service.</li> <li>8. Set up meeting rooms and handle events or lunch service as required.</li> </ul>		and cutlery are in order.		
<ul> <li>purchase and store requests.</li> <li>5. Clean and organize buffet equipment, Sundara, smoking area, outlet bar &amp; counter.</li> <li>6. Tidy equipment shelves and check floors (levels 2, 3, 5, 6).</li> <li>7. Polish all equipment and arrange cutlery for breakfast service.</li> <li>8. Set up meeting rooms and handle events or lunch service as required.</li> </ul>	3.	Clear and clean tables, including dusting.		
<ul> <li>5. Clean and organize buffet equipment, Sundara, smoking area, outlet bar &amp; counter.</li> <li>6. Tidy equipment shelves and check floors (levels 2, 3, 5, 6).</li> <li>7. Polish all equipment and arrange cutlery for breakfast service.</li> <li>8. Set up meeting rooms and handle events or lunch service as required.</li> </ul>	4.	Prepare welcome drinks and manage	ge	
<ul> <li>Sundara, smoking area, outlet bar &amp; counter.</li> <li>6. Tidy equipment shelves and check floors (levels 2, 3, 5, 6).</li> <li>7. Polish all equipment and arrange cutlery for breakfast service.</li> <li>8. Set up meeting rooms and handle events or lunch service as required.</li> </ul>		purchase and store requests.		
<ul> <li>6. Tidy equipment shelves and check floors (levels 2, 3, 5, 6).</li> <li>7. Polish all equipment and arrange cutlery for breakfast service.</li> <li>8. Set up meeting rooms and handle events or lunch service as required.</li> </ul>	5.	Clean and organize buffet equipment	ıt,	
<ul> <li>(levels 2, 3, 5, 6).</li> <li>7. Polish all equipment and arrange cutlery for breakfast service.</li> <li>8. Set up meeting rooms and handle events or lunch service as required.</li> </ul>		Sundara, smoking area, outlet bar & counter	r.	
<ol> <li>Polish all equipment and arrange cutlery for breakfast service.</li> <li>Set up meeting rooms and handle events or lunch service as required.</li> </ol>	6.	Tidy equipment shelves and check floor	rs	
<ul> <li>breakfast service.</li> <li>8. Set up meeting rooms and handle events or lunch service as required.</li> </ul>		(levels 2, 3, 5, 6).		
8. Set up meeting rooms and handle events or lunch service as required.         Note	7.	Polish all equipment and arrange cutlery for	or	
lunch service as required.       Note		breakfast service.		
Note	8.	Set up meeting rooms and handle events of	or	
		lunch service as required.		
No Working Explanation	N	ote		
	No	Working	Explanatio	n
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1	T I I I I I I I I I I I I I I I I I I I	-		
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	No.			

DAY: THURSDAY DATE : JUNE,13<sup>TH</sup> 2024

No	<b>Description of activities</b>	Task assignor	Signature
1	1. Oversee night shift operations, including		1°.
	breakfast service at Sundara/Sky Lounge		Ca
	and closing by 10:00 AM.		0
	2. Verify breakfast menu and ensure		
	equipment and cutlery are in order.		
	3. Clear and clean tables, including dusting.		
	4. Prepare welcome drinks and manage		
	purchase and store requests.		
	5. Clean and organize buffet equipment,		
	Sundara, smoking area, outlet bar &		
	counter.		
	6. Tidy equipment shelves and check floors		
	(levels 2, 3, 5, 6).		
	7. Polish all equipment and arrange cutlery		
	for breakfast service.		
	8. Set up meeting rooms and handle events		
	or lunch service as required.		
	Note		



#### DAY: FRIDAY

DATE : JUNE, 14<sup>TH</sup> 2024

No	Description of activities	Task assignor	Signature
1	1. Oversee night shift operations, including breakfast service at Sundara/Sky Lounge		Co
	and closing by 10:00 AM.		
	<ol> <li>Verify breakfast menu and ensure equipment and cutlery are in order.</li> </ol>		
	3. Clear and clean tables, including dusting.		
	<ol> <li>Prepare welcome drinks and manage purchase and store requests.</li> </ol>		
	<ol> <li>Clean and organize buffet equipment Sundara, smoking area, outlet bar &amp; counter.</li> </ol>		
	6. Tidy equipment shelves and check floors (levels 2, 3, 5, 6).	5	
	<ol> <li>Polish all equipment and arrange cutlery for breakfast service.</li> </ol>	,	
	<ol> <li>Set up meeting rooms and handle events or lunch service as required.</li> </ol>	•	
	Note		

No	Working	Explanation
1		

#### DAY: SATURDAY

DATE : JUNE,  $15^{TH}$  2024

No	<b>Description of activities</b>	Task assignor Signatur
1	<ol> <li>Oversee night shift operations, in breakfast service at Sundara/Sky and closing by 10:00 AM.</li> <li>Verify breakfast menu and equipment and cutlery are in order.</li> <li>Clear and clean tables, including dustions</li> </ol>	cluding Lounge ensure sting.
	<ol> <li>Prepare welcome drinks and purchase and store requests.</li> <li>Clean and organize buffet equ Sundara, smoking area, outlet counter.</li> </ol>	ipment, bar &
	<ol> <li>6. Tidy equipment shelves and check (levels 2, 3, 5, 6).</li> <li>7. Polish all equipment and arrange cut breakfast service.</li> </ol>	
	8. Set up meeting rooms and handle ev lunch service as required.	vents or
	Note	
No	Working	Explanation
	Provide	

# $DATE: JUNE, 19^{TH} 2024$

No	<b>Desription of activities</b>	Task assignor	signature
2. 3. 4.	equipment and cutlery are in order. Clear and clean tables, including dusting. Prepare welcome drinks and manage purchase and store requests. Clean and organize buffet equipment, Sundara, smoking area, outlet bar & counter. Tidy equipment shelves and check floors (levels 2, 3, 5, 6). Polish all equipment and arrange cutlery for breakfast service.		Le Co
N	ote		
No	Working	Explanation	n
1			

#### DAY: THURSDAY DATE : JUNE,20<sup>TH</sup> 2024

No		Description of activities	Task assignor	Signature
1	1.	Oversee night shift operations, including		1
		breakfast service at Sundara/Sky Lounge		Ca
		and closing by 10:00 AM.		i l
	2.	Verify breakfast menu and ensure		
		equipment and cutlery are in order.		
	3.	Clear and clean tables, including dusting.		
	4.	Prepare welcome drinks and manage		
		purchase and store requests.		
	5.	Clean and organize buffet equipment,		
		Sundara, smoking area, outlet bar & counter.		
	6.	Tidy equipment shelves and check floors		
		(levels  2, 3, 5, 6).		
	7.	Polish all equipment and arrange cutlery for		
		breakfast service.		
	8.	Set up meeting rooms and handle events or		
		lunch service as required.		
L				
	No	ote		
N		Working	Explanatio	n
N 1			<u>^</u>	
-		Working "VII	<u>^</u>	or "Very
-		Working "VII Impo	" stands fo	or "Very t refers to
-		Working "VII Imposom	" stands for ortant Person." I	or "Very t refers to nsidered to
-		Working "VII Impe som have a pa	" stands for ortant Person." I eone who is con high status or im rticular context.	or "Very it refers to nsidered to portance in VIPs often
-		Working "VII Impe som have a pa	" stands for ortant Person." I eone who is cor high status or im	or "Very it refers to nsidered to portance in VIPs often
-		Working "VII Imposom have a pa rece	" stands for ortant Person." I eone who is con high status or im rticular context.	or "Very it refers to isidered to portance in VIPs often atment or
-		Working "VII Imposom have a pa rece	" stands for ortant Person." I eone who is con high status or im rticular context. ive special tre- ileges at events, s	or "Very it refers to isidered to portance in VIPs often atment or
-		Working "VII Imp som have a pa rece privi	" stands for ortant Person." I eone who is con high status or im rticular context. ive special tre- ileges at events, s	or "Very it refers to nsidered to portance in VIPs often atment or services, or on their
-		Working "VII Imp som have a pa rece privi	"stands for ortant Person." I eone who is con high status or im rticular context. ive special tre leges at events, s ues based of	or "Very t refers to nsidered to portance in VIPs often atment or services, or on their
-		Working "VII Imp som have a pa rece privi	"stands for ortant Person." I eone who is con high status or im rticular context. ive special tre leges at events, s ues based of	or "Very t refers to nsidered to portance in VIPs often atment or services, or on their
-		Working "VII Imp som have a pa rece privi	"stands for ortant Person." I eone who is con high status or im rticular context. ive special tre leges at events, s ues based of	or "Very it refers to nsidered to portance in VIPs often atment or services, or on their
-		Working "VII Imp som have a pa rece privi	"stands for ortant Person." I eone who is con high status or im rticular context. ive special tre leges at events, s ues based of	or "Very t refers to nsidered to portance in VIPs often atment or services, or on their
-		Working "VII Imp som have a pa rece privi	"stands for ortant Person." I eone who is con high status or im rticular context. ive special tre leges at events, s ues based of	or "Very it refers to nsidered to portance in VIPs often atment or services, or on their
-		Working "VII Imp som have a pa rece privi	"stands for ortant Person." I eone who is con high status or im rticular context. ive special tre leges at events, s ues based of	or "Very t refers to nsidered to portance in VIPs often atment or services, or on their
-		Working "VII Imp som have a pa rece privi	"stands for ortant Person." I eone who is con high status or im rticular context. ive special tre leges at events, s ues based of	or "Very it refers to nsidered to portance in VIPs often atment or services, or on their
-		Working "VII Imp som have a pa rece privi	"stands for ortant Person." I eone who is con high status or im rticular context. ive special tre leges at events, s ues based of	or "Very it refers to nsidered to portance in VIPs often atment or services, or on their
-		Working "VII Imp som have a pa rece privi	"stands for ortant Person." I eone who is con high status or im rticular context. ive special tre leges at events, s ues based of	or "Very it refers to nsidered to portance in VIPs often atment or services, or on their

DAY: FRIDAY DATE : JUNE,21<sup>TH</sup> 2024

No		Description of activies		Task assignor	Signature
	<ol> <li>No Description of activities 1</li> <li>1. Oversee night shift operations, including breakfast service at Sundara/Sky Lounge and closing by 10:00 AM.</li> <li>2. Verify breakfast menu and ensure equipment and cutlery are in order.</li> <li>3. Clear and clean tables, including dusting.</li> <li>4. Prepare welcome drinks and manage purchase and store requests.</li> <li>5. Clean and organize buffet equipment, Sundara, smoking area, outlet bar &amp; counter.</li> <li>6. Tidy equipment shelves and check floors (levels 2, 3, 5, 6).</li> <li>7. Polish all equipment and arrange cutlery for breakfast service.</li> <li>8. Set up meeting rooms and handle events or lunch service as required.</li> </ol>			Go	
	No	ote			
N	D	Working		Explanation	
1					

#### DAY: SATURDAY DATE : JUNE,22<sup>TH</sup> 2024

No	Description of activities	Task assignor	Signature
1	1. Oversee night shift operations, including breakfast service at Sundara/Sky Lounge and closing by 10:00 AM.		Co
	2. Verify breakfast menu and ensure equipment and cutlery are in order.	2	
	3. Clear and clean tables, including dusting.		
	<ol> <li>Prepare welcome drinks and manage purchase and store requests.</li> </ol>		
	5. Clean and organize buffet equipment Sundara, smoking area, outlet bar & counter.		
	6. Tidy equipment shelves and check floors (levels 2, 3, 5, 6).	5	
	7. Polish all equipment and arrange cutlery for breakfast service.	7	
	8. Set up meeting rooms and handle events of lunch service as required.	r	
	Note		
No	Working	Explanatio	n
1			

#### DAY: SUNDAY

DATE : JUNE,23<sup>RD</sup> 2024

DAI	E :	: JUNE,23 <sup>RD</sup> 2024		
No		Description of activities	Task assignor	Signature
	2.	Oversee night shift operations, includin breakfast service at Sundara/Sky Lounge an closing by 10:00 AM. Verify breakfast menu and ensure equipmer and cutlery are in order.	d	Co
		Clear and clean tables, including dusting. Prepare welcome drinks and manag purchase and store requests.	e	
		Clean and organize buffet equipmen Sundara, smoking area, outlet bar & counter	r.	
	6.	Tidy equipment shelves and check floor (levels 2, 3, 5, 6).	'S	
	7.	Polish all equipment and arrange cutlery for breakfast service.	r	
	8.	Set up meeting rooms and handle events of lunch service as required.	r	
	Nc	ote		
No	)	Working	Explanation	

#### DAY: MONDAY DATE : JUNE,24<sup>TH</sup> 2024

No	De	scription of activities	Task assignor	Signature
1	1.	breakfast service at Sundara/Sky Lounge an closing by 10:00 AM.	nd	Le
	2.	Verify breakfast menu and ensure equipmen and cutlery are in order.	nt	
	3.	ý C C		
	4.	Prepare welcome drinks and manage purchas and store requests.	se	
	5.	Clean and organize buffet equipmen		
	6.	Sundara, smoking area, outlet bar & counter. Tidy equipment shelves and check floor		
	0.	(levels $2, 3, 5, 6$ ).	15	
	7.	Polish all equipment and arrange cutlery for	or	
		breakfast service.		
	8.	Set up meeting rooms and handle events or		
		lunch service as required.		
	No			
	No	Working	Explanation	on

#### DAY: TUESDAY

DATE  $\cdot$  ILINE 25<sup>TH</sup> 2024

DATE	: JUNE,25 <sup>TH</sup> 2024		
No	Description of activities	Task assignor	Signature
1	1. Oversee night shift operations, incl breakfast service at Sundara/Sky Lo and closing by 10:00 AM.	uding ounge ensure sting. anage ment, ar & floors utlery	Co.
	Note		
No	Working	Explanatio	n
1			

DATE : JUNE, 26<sup>TH</sup> 2024

No	De	escription of activities	Task assignor	Signature
1		Oversee night shift operations, including breakfast service at Sundara/Sky Lounge and closing by 10:00 AM.		Le.
	2.	Verify breakfast menu and ensure equipment and cutlery are in order.		
		Clear and clean tables, including dusting.		
	4.	Prepare welcome drinks and manage purchase and store requests.		
	5.	Clean and organize buffet equipment, Sundara, smoking area, outlet bar & counter.		
	6.	Tidy equipment shelves and check floors (levels $2, 3, 5, 6$ ).		
	7.	Polish all equipment and arrange cutlery for breakfast service.		
	8.	Set up meeting rooms and handle events or lunch service as required.		
	No	ote		

Working	Explanation
WORKIng	
	Working

#### **Appendix 7 Revision List**

#### **REVISION LIST**

NAMA : Ria Ramadani

NIM: 5203211155

ADVISOR : Agnes Arum Budiana, S.Pd., M.Pd.

NO	DAY/DATE	REVISION	ADVISOR
1.	Tuesday g svig 2024	Chapfer 1	Att 1
2.	Thursday 11 July 2024	Chapter 2	At
3.	Friday	chapter 3	H
	12 July 2022	All is Good 1	for
4.	Monday 15 July 2029	ГП (° G000 Г -	
-			

Benngkalis, Juni 2024 Agnes Arum Budiana, S.Pd., M.Pd.

NIP.198907292022032008

Appendix 8 Logbook of Activity in SIAKAD

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	91	Senin, Il Maret 2024	198907292022032008 - Agnes Arum Budiana, SPd, MPd	5203211155 - Ria Ramadani	Shift pagi								
	92	Sabtu, 9 Maret 2024	198907292022032008 - Agnes Arum Budiana, S.Pd., M.Pd	520321855 - Ria Ramadani	Shift sore								
	93	Jumat, 8 Maret 2024	198907292022032008 - Agnes Arum Budiana, SPd, MPd	5203211155 - Ria Ramadani	Handle event								
	94	Kamis, 7 Maret 2024	198907292022032008 - Agnes Arum Budiana, SPd, MPd	520321155 - Ria Ramadani	Training waiters								
	95	Rabu, 6 Maret 2024	198907292022032008 - Agnes Arum Iludiana, SPd., MPd	520321155 - Ria Ramadani	Shift sore,								
	96	Selasa, 5 Maret 2024	198907292022032008 - Agnes Arum Budiana, SPd., MPd	520321155 - Ria Ramadani	Shift sore, handle event,								
	97	Senin, 4 Maret 2024	198907292022032008 - Agnes Arum Budiana, SPd, MPd	52032055 - Ria Ramadani	Sift sore, fb service								
	98	Sobtu 2 Maret 2024	198907292022032008 - Agnes Arum Budiana, SPd., MPd	520321155 - Ria Ramadani	Morning shift handles breakfast & prepare								
	99	Jumat, 1 Maret 2024	198907292022032008 - Agnes Arum Budiana, SPd., MPd	520321855 - Ria Ramadani	Shift pagi handle breakfast & prepare								
	100	Kamis, 29 Februari 2024	198907292022032008 - Agnes	520321155 -	Shift pagi handle breakfast & prepare								
	101	Robu 28	198907292022032008 - Agnes	Ria Ramadani 5203211155 -	shift pogi								
	102	Februari 2024 Selasa, 27	198907292022032008 - Agnes	Ria Ramadani 520320155 -	Handle Breakfast								
	103	Februari 2024 Senin, 26	198907292022032008 - Agnes	Ria Ramadani 520321855 -	Belajar Bersosialisasi dan Mengenal								
	10.4		Arum Budiana, S.Pd., M.Pd 198907292022032008 - Agnes	Ria Ramadani 52032855 -	Pekerjaan di Sonaview Hotel Dumai Shift pagi								
		2023	Arum Budiono, S.Pd., M.Pd	Ria Romodani	10.00° 0.00								
	105	Minggu, 19 Maret 2023	198907292022032008 - Agnes Arum Budiana, S.Pd., M.Pd	6203211155 - Ria Ramadani	Shift pagi								
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C A https://polb	eng.siakadcloud.com/siakad	/set_kegia		198907292022032008 - Agnes	52032855 -	Shift pagi fbs, hari terakhir	Q	A® £	Φ	£'≡	1	è
		2	2024 Selasa, 25	Arum Budiana, S.Pd., M.Pd	Ria Ramadani 520321155 -	Middle jam 14:00 sampai 22:00						
			Juni 2024	Arum Budiana, S.Pd., M.Pd	Ria Romadani							
		3	Senin, 24 Juni 2024	198907292022032008 - Agnes Arum Budiano, S.Pd., M.Pd	520321855 - Ria Romadani	shift pagi fos		4				
		4	Minggu, 23 Juni 2024	198907292022032008 - Agnes Arum Budiana, S.Pd., M.Pd	520321155 - Ria Romadani	Shift pagi fas						
		6	Sabtu, 22 Juni 2024	198907292022032008 - Agnes Arum Budiana, S.Pd., M.Pd	520321155 - Ria Romadani	Shift pagi fos		L.				
		6	Jumat, 21 Juni 2024	198907292022032008 - Agnes Arum Budiana, SPd., MPd	520321155 - Ria Ramadani	Shift pagi fbs						
		7	Komis, 20 Juni 2024	198907292022032008 - Agnes Arum Budiano, S.P.d., M.P.d	520321155 - Ria Romadani	shift pagi fos	-					
		8	Rabu, 19 Juni 2024		520321155 - Ria Ramadani	Shift pogi fbs						
		9	Minggu, 16	198907292022032008 - Agnes	52032855 -	Shift pogi, fos						
		10	Juni 2024	Arum Budiana, S.Pd., M.Pd	Ria Romadani	shift pagi fos						
		1	Sabtu, 15 Juni 2024		52032855 - Ria Ramadani 52032855 -	Shift pagi fos						
		12	Jumat, 14 Juni 2024	198907292022032008 - Agnes Arum Budiana, S.Pd., M.Pd	52032855 - Ria Ramadani							
			2024	198907292022032008 - Agnes Arum Budiana, S.Pd., M.Pd	520321155 - Ria Romadani	Shift pagi, fbs						
		13	2024	198907292022032008 - Agnes Arum Budiana, S.Pd., M.Pd	5203211155 - Ria Romadani	Shift pagi, fbs						
		14	Selasa, 11 Juni	198907292022032008 - Agnes Arum Budiana, S.Pd., M.Pd	520321855 - Ria Romadani	Shift pagi, fos						
		15		198907292022032008 - Agnes Arum Budiana, S.Pd, M.Pd	520328855 - Ria Ramadani	Shift pagi, rolling fos hingga selesai				1	24 of 24 -	Clipho