

**AN APPRENTICESHIP REPORT  
AT FAMILY HOMESTAY**

*In Partial Fulfillment of a Three-Diploma Program of English of State  
Polytechnic of Bengkalis*



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**ENGLISH STUDY PROGRAM  
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# APPROVAL SHEET

## APPROVAL SHEET AT FAMILY HOMESTAY

This apprenticeship report written by **IZZATI RADIATA** Reg. Number 5203191106 who had done the apprenticeship at the Front Office at Family Homestay, Payakumbuh started from May 09<sup>th</sup>2022 to July 15<sup>th</sup>2022 has been approved by the following advisor:

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# ACCEPTANCE SHEET

## ACCEPTANCE SHEET

### AT FAMILY HOMESTAY

This Apprenticeship Report has been presented in front of the board of Advisors  
Diploma III State Polytechnic of Bengkalis

Bengkalis, August 12<sup>th</sup>, 2022

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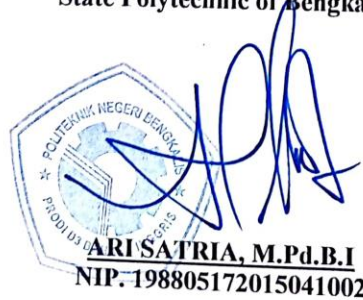
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3. To Ari Satria, M.Pd.B.I, as the Head of English Study Program and advisor of the apprenticeship report.
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Although the writer has given the best efforts to minimize the errors, this report is still imperfect and needs more revisions. Therefore, any kind of advice and comments are accepted to improve the next writing.

Bengkalis, July 30<sup>th</sup>, 2022

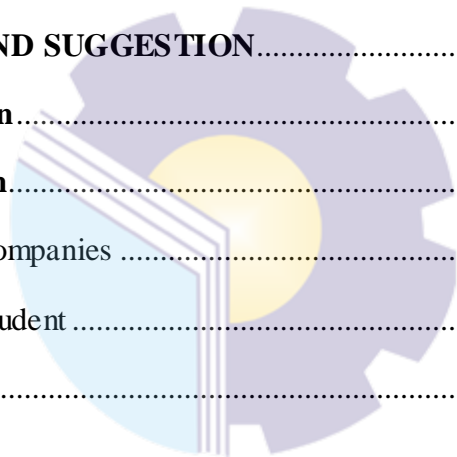
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Izzati Radiata

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# CHAPTER I

## INTRODUCTION

### 1.1 Background of Apprentices

An apprenticeship is a work placement with a company, agency or organization that aims to provide work experience as well as new skills, which can be useful for the future. Apprenticeship is also one of the main requirements to go through the graduation process. Apprenticeship are very important for students, because with apprenticeships, students can get the opportunity to know the dynamics of the world of work. A successful apprenticeship will build on great achievements in the workplace.

State Polytechnic of Bengkalis requires its students to take part in an apprenticeship program up to a bachelor's degree. This program also ensures that students have the ability to adapt, work ethic, and response, especially in the world of work. The apprenticeship program is one of the prerequisites before graduating. State Polytechnic of Bengkalis provides learning and training opportunities through this apprenticeship program to build professional skills in the fields of science and technology for all students.

Therefore, the author chose and had the opportunity to do an apprenticeship at Family Homestay, Payakumbuh. Family Homestay is accommodations that provide opportunities for people who like to travel to live with local families at an additional cost. Family Homestay has 4 rooms. Each room is equipped with toilet, fan, wardrobe and dressing table. Each room is the same there are no classes. Another facility of this Family Homestay is to provide breakfast service.

The apprenticeship has been held from May 9 to July 15, 2022. Choose an apprenticeship at Family Homestay because it is related to courses in the Language Department, namely Tourism. Therefore, the author can apply these communication skills and add insight in the world of work.

## 1.2 Purpose of the Apprenticeship

The purposes of Apprenticeship as follows:

- a. To know kinds of job done in Family Homestay
- b. To know working procedure used in Family Homestay
- c. To know documents used in Family Homestay

## 1.3 Significance of Apprentices

As for the use of Apprenticeships during Practicing activities at Family Homestay:

### 1.3.1 Significance for the Apprentices

- a. Meet one of the graduation requirements for students of the English Language Diploma Study Program.
- b. Knowing about the world of work
- c. Cultivate the behavior of professionalism needed for students to know the world of work.
- d. Provide knowledge about the application of hard skills and soft skills
- e. Opening students' insight so that they can know and understand application of knowledge and able to analyze and associate with the world full work.
- f. Become a reference for Curriculum Vitae (CV)

### 1.3.2 Significance of the State Polytechnic of Bengkalis

- a. Develop and improve and maintain good relations towards universities with companies.
- b. As an input to evaluate to what extent curriculum that is made in accordance with and its relevance to the needs of the workforce skilled work in the field.
- c. To find out the students' ability to apply knowledge acquired in college.
- d. Prepare students to become reliable practitioners
- e. Introducing the company to departments, faculties, and university

### 1.3.3 Significance of the Company

- a. As a means to be able to know the quality of existing education in the D3 English Language Study Program at the Bengkalis State Polytechnic
- b. To be able to find out the criteria for the workforce needed by company.
- c. As a means of participation of the business world in contributing in national education.
- d. Assist in the implementation of operations in carrying out their work.



## **CHAPTER II**

### **GENERAL DESCRIPTION OF THE COMPANY**

#### **2.1 Company History**

In the beginning, homestays were people's houses that were not occupied. Furthermore, the house is rented out to guests with varying lengths of stay. Starting from weekly, monthly, to yearly. Interestingly, at that time this inn was still free. So, the homestay is not intended for other commercial purposes. In return, guests who stay overnight must participate in cleaning the house complete with the property. This is also in accordance with the agreement that was established from the start. Along with the increasing demand, homestays are now turning into a lodging business. Of course, this lodging business is found in strategic areas, especially tourist attractions.

Family Homestay is located in Payakumbuh, West Sumatra which has cool air and a playground like the Payakumbuh BWS parks. This homestay was founded in 2008. This homestay started as a private house, but because there are many tourist destinations in Payakumbuh, the idea emerged to improve homestay facilities for lodging for tourists. Family Homestay has 4 rooms. Each room is equipped with toilet, fan, wardrobe and dressing table. Each room is the same there are no classes. Another facility of this Family Homestay is to provide breakfast service

The main purpose of this homestay is to provide opportunities for tourists or guests to interact with the homestay owner. The advantage of this homestay is that it is able to provide the daily life of the local community. This homestay is also managed as a family so that tourists can see the daily activities of the host, even tourists can be directly involved in family activities, thus creating a strong emotional bond between the homestay owner and the guests staying.



**Figure 2.1**

**Family Homestay**

**2.2 Vision and Mission**

**2.2.1 Vision**

The vision of Family Homestay is to be the pride and best Family Homestay by providing the best service to guests the guest

**2.2.2 Mission**

Make the Family Homestay the most comfortable place for guests to stop or take a break before continuing their journey.

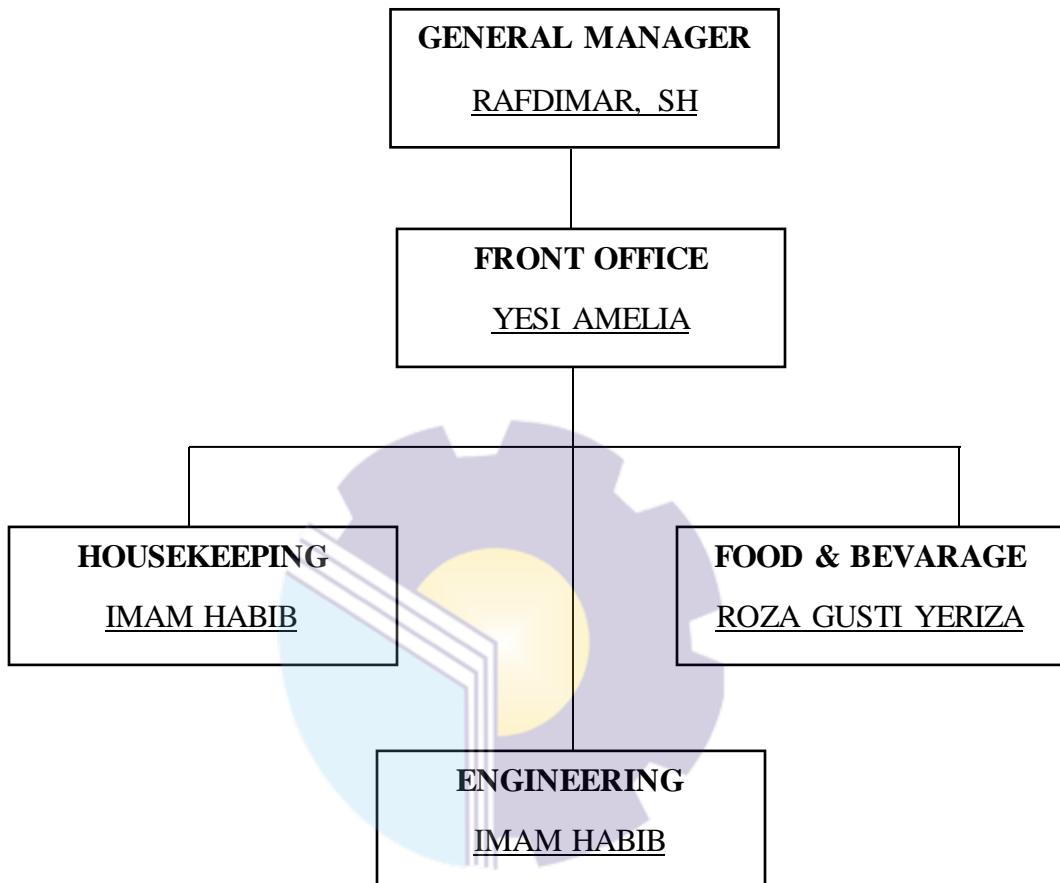
**2.3 Kind of Business**

Family Homestay offers interms of tourism and services business. Family Homestay has 4 rooms. Each room is equipped with toilet, fan, wardrobe and dressing table. Each room is the same there are no classes. Another facility of this Family Homestay is to provide breakfast service. Price of stay is Rp.150.000/day. Family Homestay is also promoted online such as on Facebook.

**2.4 Organizational Structure**

Family Homestay has several sections including: General Manager, Front Office, Housekeeping, Food and Beverage, Engineering. Each

department of Family Homestay has a Their respective duties and responsibilities. The following is an explanation of Duties and responsibilities of each department, including:



**Figure 2. 2**  
**Organization Structure of Family Homestay**

1. General Manager

General Manager is the highest leader in Homestay. The General Manager is responsible for all policies Applies at Homestay Family and always monitors the work that is being done Carried out in each department.

2. Front Office

Front office is someone who works in the front office of a company dealing with guests, couriers or packages, maintaining

documentation files, and helping to arrange official meetings. The job of the front office is to serve guests who come either to check in or check out.

### 3. Housekeeping

Housekeeping is a department that has the responsibility to ensure that the condition of hotel rooms and the environment around the hotel is kept clean and tidy. The scope of work of the housekeeping department includes public areas, rooms, laundry, linen, florist, and garden.

### 4. Food and Beverage

Food and Beverage Service is a department that provides food and drink services that are managed professionally and commercially to provide customer satisfaction and generate profits. In the field of Food and Beverage (F&B) Service has full responsibility to take care of all forms of services related to eating and drinking.

### 5. Engineering

Engineering department is an engineering department that has the duty and authority to handle technical matters that are closely related to the smooth use of facilities and assets so that they can be more effective and efficient.

## 2.5 Document Used for Activity

To manage the activity, there are several documents used by the front office at Homestay Family:

1. Handover book
2. Laptop
3. Invoice



## CHAPTER III

### SCOPE OF APPRENTICESHIP

#### 3.1 Job Description

The apprenticeship started from May 09, 2022 to July 15, 2022 in the front office of Homestay Family. The work schedule while at this homestay is 6 days a week starts at 07.30-12.00 WIB.

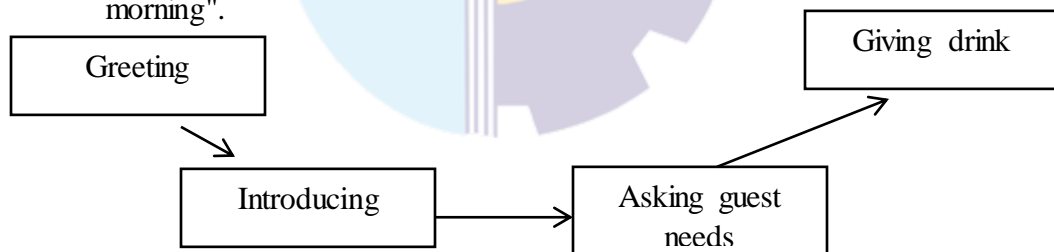
There are several main types of work during apprenticeship:

1. Welcoming and serve guests
2. Handling guest complaints
3. Processing check-in and check-out
4. Preparing before the guest arrive

#### 3.2 Working Procedure

1. Welcoming and Serving Guests

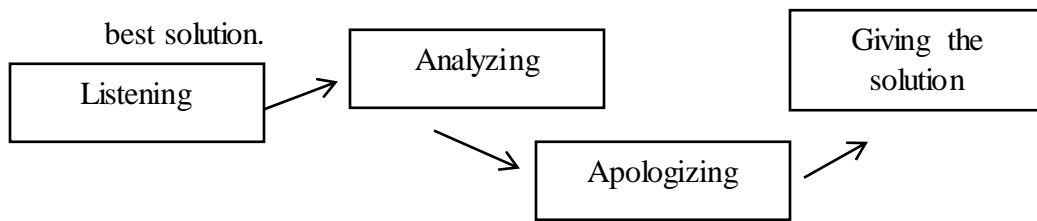
Welcoming guests is the basic thing that will be done by the front office. the front office is required to be friendly to guests by saying "good morning".



**Figure 2.3**  
**Giving Welcome Drink**

## 2. Handling Guest Complaints

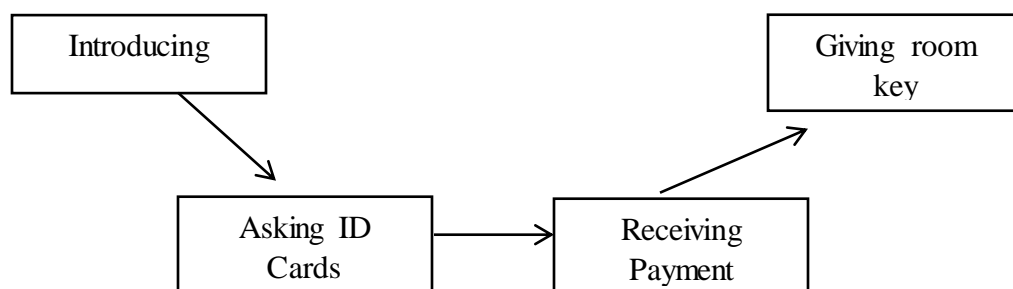
Handling guest complaints is also one thing that must be faced. Front office must follow Standard procedures in dealing with complaining guest, in order to create the best solution for guests. The front office must be calm and listen to guest complaints, after that analyze the guest complaints and apologize for the mistakes that occurred and provide the best solution.



**Figure 2.4**  
**Handling Guest Complaints**

## 3. Processing Check-In and Check-Out

Check-In is the initial procedure for the entry of guests to stay. before guests enter the room, guests will complete some registration first. Check-Out is the guest exit procedure. During the check-out process, guests will also go through several registration processes and bill payment transactions.



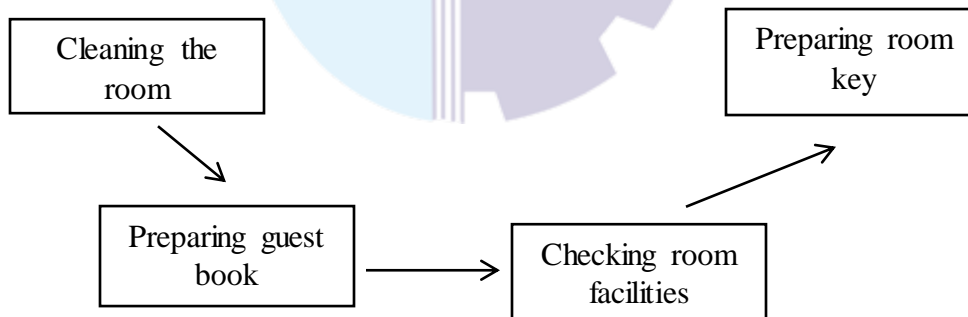


**Figure 2. 5**

**The Guest Checking Out**

4. Preparing before the guest come

for guests who have booked a room by telephone, the front office must prepare everything needed before guests arrive, such as cleaning the room, guest book, checking room facilities, and room keys





**Figure 2.6**

**The Process of Cleaning Room**

**3.3 Place of Apprenticeship**

Apprenticeship starts from May 09, 2022 to July 15, 2022. It was done in the Homestay Family as a Front Office.

**3.4 Kind and Description of the Activity**

Daily activity at the Homestay Family can be seen in the table below:

**Tabel 3.1**

**Agenda of Activities of the First Week of May**

**(May 09<sup>th</sup> – 15<sup>th</sup>, 2022)**

| <b>No</b> | <b>Day/Date</b>                          | <b>Activity</b>  | <b>Place</b>                          |
|-----------|--|--|---------------------------------------|
| 1         | Monday<br>May 09 <sup>th</sup> , 2022    | <ol style="list-style-type: none"> <li>1. Having introduction to area at the Homestay by Assistant General Manager.</li> <li>2. Print apprenticeship attendance</li> </ol>                 | Homestay Family<br><br>Place to print |
| 2         | Tuesday<br>May 10 <sup>th</sup> , 2022   | <ol style="list-style-type: none"> <li>1. Come and fill in the morning absence</li> <li>2. Prepare the room for the guest.</li> <li>3. Provide services breakfast for the guest</li> </ol> | Homestay Family                       |
| 3         | Wednesday<br>May 11 <sup>th</sup> , 2022 | <ol style="list-style-type: none"> <li>1. Come and fill in the morning absence</li> <li>2. Welcoming the guest</li> <li>3. Create/note guestbook</li> </ol>                                | Homestay Family                       |

|   |   |  |                    |
|---|---|--|--------------------|
| 4 | Thursday<br>May 12 <sup>th</sup> , 2022 | 1. Come and fill in the morning absence<br>2. Serve guest needs  | Homestay<br>Family |
| 5 | Friday<br>May 13 <sup>th</sup> , 2002   | 1. Come and fill in the morning absence<br>2. Standby in lobby   | Homestay<br>Family |
| 6 | Saturday<br>May 14 <sup>th</sup> , 2022 | 1. Come and fill in the morning absence<br>2. Ask for suggestions/complaints/lack of services provided to guests | Homestay<br>Family |
| 7 | Sunday<br>May 15 <sup>th</sup> , 2022   | OFF  | -                  |

**Tabel 3.2**

**Agenda of Activities of the Second Week of May  
(May 16<sup>th</sup> – 22<sup>th</sup>, 2022)**

| <b>No</b> | <b>Day/Date</b>                          | <b>Activity</b>   | <b>Place</b>       |
|-----------|--|---|--------------------|
| 1         | Monday<br>May 16 <sup>th</sup> , 2022    | 1. Come and fill in the morning absence<br>2. Prepare the room for the guest.<br>3. Standby in place                        | Homestay<br>Family |
| 2         | Tuesday<br>May 17 <sup>th</sup> , 2022   | 1. Come and fill in the morning absence<br>2. Make a promotion/advertisement<br>3. Receive a call from a prospective guest  | Homestay<br>Family |
| 3         | Wednesday<br>May 18 <sup>th</sup> , 2022 | 1. Come and fill in the morning absence<br>2. Receive a call<br>3. Receive guests<br>4. Create/note guestbook               | Homestay<br>Family |
| 4         | Thursday<br>May 19 <sup>th</sup> , 2022  | 1. Come and fill in the morning absence<br>2. Serve guests check-out  | Homestay<br>Family |
| 5         | Friday<br>May 20 <sup>th</sup> , 2002    | 1. Come and fill in the morning absence<br>2. Help bring drinks to guests<br>3. Check the guest book<br>4. Standby in lobby | Homestay<br>Family |
| 6         | Saturday                                 | 1. Come and fill in the   | Homestay           |

|   |                                       |  |        |
|---|---------------------------------------|--|--------|
|   | May 21 <sup>th</sup> , 2022           | morning absence<br>2. Serving the guest check-in | Family |
| 7 | Sunday<br>May 22 <sup>th</sup> , 2022 | OFF  | -      |

**Tabel 3.3**

**Agenda of Activities of the Third Week of May  
(May 23<sup>th</sup> – 29<sup>th</sup>, 2022)**

| <b>No</b> | <b>Day/Date</b>                          | <b>Activity</b>  | <b>Place</b>    |
|-----------|--|--|-----------------|
| 1         | Monday<br>May 23 <sup>th</sup> , 2022    | 1. Come and fill in the morning absence<br>2. Serving the guest check-out<br>3. Standby in lobby | Homestay Family |
| 2         | Tuesday<br>May 24 <sup>th</sup> , 2022   | 1. Come and fill in the morning absence<br>2. Check cleanliness rooms<br>3. Standby in lobby     | Homestay Family |
| 3         | Wednesday<br>May 25 <sup>th</sup> , 2022 | 1. Come and fill in the morning absence<br>2. Check the guest book<br>3. Clean all the room      | Homestay Family |
| 4         | Thursday<br>May 26 <sup>th</sup> , 2022  | 1. Come and fill in the morning absence<br>2. Check cleanliness rooms<br>3. Standby in lobby     | Homestay Family |
| 5         | Friday<br>May 27 <sup>th</sup> , 2022    | 1. Come and fill in the morning absence<br>2. Welcoming the guest                                | Homestay Family |
| 6         | Saturday<br>May 28 <sup>th</sup> , 2022  | 1. Come and fill in the morning absence<br>2. Make an advertisement about Homestay Family        | Homestay Family |
| 7         | Sunday<br>May 29 <sup>th</sup> , 2022    | OFF  | -               |

**Tabel 3.4**  
**Agenda of Activities of the Fourth Week of May - June**  
**(May, June 30<sup>th</sup> – 05<sup>th</sup>, 2022)**

| No | Day/Date                                  | Activity  | Place           |
|----|---|---|-----------------|
| 1  | Monday<br>May 30 <sup>th</sup> , 2022     | 1. Come and fill in the morning absence<br>2. Handling guests complaint<br>3. Standby in lobby  | Homestay Family |
| 2  | Tuesday<br>May 31 <sup>th</sup> , 2022    | 1. Come and fill in the morning absence<br>2. Join to Homestay Meeting                          | Bukit Tinggi    |
| 3  | Wednesday<br>June 01 <sup>th</sup> , 2022 | OFF   | -               |
| 4  | Thursday<br>June 02 <sup>th</sup> , 2022  | 1. Come and fill in the morning absence<br>2. Standby in lobby<br>3. Check the rooms one by one | Homestay Family |
| 5  | Friday<br>June 03 <sup>th</sup> , 2022    | 1. Come and fill in the morning absence<br>2. Check guest book                                  | Homestay Family |
| 6  | Saturday<br>June 04 <sup>th</sup> , 2022  | 1. Come and fill in the morning absence<br>2. Check rooms                                       | Homestay Family |
| 7  | Sunday<br>June 05 <sup>th</sup> , 2022    | OFF   |                 |

**Tabel 3.5**  
**Agenda of Activities of the Fifth Week of June**  
**(June 06<sup>th</sup> – 12<sup>th</sup>, 2022)**

| No | Day/Date                                | Activity  | Place           |
|----|---|---|-----------------|
| 1  | Monday<br>June 06 <sup>th</sup> , 2022  | 1. Come and fill in the morning absence<br>2. Serving guest<br>3. Arrange drinks for guests | Homestay Family |
| 2  | Tuesday<br>June 07 <sup>th</sup> , 2022 | 1. Come and fill in the morning absence   | Homestay Family |

|   |   |   |                             |
|---|---|---|-----------------------------|
|   |   | 2. Check cleanliness the room   |                             |
| 3 | Wednesday<br>June 08 <sup>th</sup> , 2022 | 1. Come and fill in the morning absence<br>2. Arrange drinks for guests   | Homestay Family             |
| 4 | Thursday<br>June 09 <sup>th</sup> , 2022  | 1. Come and fill in the morning absence<br>2. Preparing before guests arrive  | Homestay Family             |
| 5 | Friday<br>June 10 <sup>th</sup> , 2002    | 1. Come and fill in the morning absence<br>2. Take guests to the BWS park   | Homestay Family<br>BWS park |
| 6 | Saturday<br>June 11 <sup>th</sup> , 2022  | 1. Come and fill in the morning absence<br>2. Welcoming and serving guests check-in<br>3. Arrange drinks for guests<br>4. Show guest room | Homestay Family             |
| 7 | Sunday<br>June 12 <sup>th</sup> , 2022    | OFF   |                             |

**Tabel 3.6**

**Agenda of Activities of the Sixth Week of June**

**(June 13<sup>th</sup> – 19<sup>th</sup>, 2022)**

| <b>No</b> | <b>Day/Date</b>                           | <b>Activity</b>  | <b>Place</b>    |
|-----------|---|--|-----------------|
| 1         | Monday<br>June 13 <sup>th</sup> , 2022    | 1. Come and fill in the morning absence<br>2. Receive guests<br>3. Arrange drinks for guests arrive.<br>4. Show the guest room | Homestay Family |
| 2         | Tuesday<br>June 14 <sup>th</sup> , 2022   | 1. Come and fill in the morning absence<br>2. Take part in Homestay Training   | Grand Rocky     |
| 3         | Wednesday<br>June 15 <sup>th</sup> , 2022 | 1. Come and fill in the morning absence<br>2. Ensure cleanliness of the Lobby and Lounge.<br>3. Standby in lobby               | Homestay Family |
| 4         | Thursday                                  | 1. Come and fill in the  | Homestay Family |



|   |  |   |                 |
|---|--|---|-----------------|
|   | June 16 <sup>th</sup> , 2022             | <ul style="list-style-type: none"> <li>morning absence</li> <li>2. Check stationary and oversee the lobby area</li> <li>3. Standby in lobby</li> </ul>  |                 |
| 5 | Friday<br>June 17 <sup>th</sup> , 2002   | <ul style="list-style-type: none"> <li>1. Come and fill in the morning absence</li> <li>2. Receive the guest</li> <li>3. Arrange drinks for guests</li> <li>4. Show the guest room</li> </ul> | Homestay Family |
| 6 | Saturday<br>June 18 <sup>th</sup> , 2022 | <ul style="list-style-type: none"> <li>1. Come and fill in the morning absence</li> <li>2. Ensure cleanliness of the Lobby and Lounge.</li> <li>3. Standby in lobby</li> </ul>                | Homestay Family |
| 7 | Sunday<br>June 19 <sup>th</sup> , 2022   | OFF   | -               |

**Tabel 3.7**  
**Agenda of Activities of the Seventh Week of June**  
**(June 20<sup>th</sup> – 26<sup>th</sup>, 2022)**

| No | Day/Date                                  | Activity  | Place           |
|----|---|---|-----------------|
| 1  | Monday<br>June 20 <sup>th</sup> , 2022    | <ul style="list-style-type: none"> <li>1. Come and fill in the morning absence</li> <li>2. Check the guest book</li> <li>3. Ensure cleanliness of the lobby</li> </ul>      | Homestay Family |
| 2  | Tuesday<br>June 21 <sup>th</sup> , 2022   | <ul style="list-style-type: none"> <li>1. Come and fill in the morning absence</li> <li>2. Check the guest book</li> <li>3. Standby in lobby</li> </ul>                     | Homestay Family |
| 3  | Wednesday<br>June 22 <sup>th</sup> , 2022 | <ul style="list-style-type: none"> <li>1. Come and fill in the morning absence</li> <li>2. Check the guest book</li> <li>3. Check cleanliness the lobby and room</li> </ul> | Homestay Family |
| 4  | Thursday<br>June 23 <sup>th</sup> , 2022  | <ul style="list-style-type: none"> <li>1. Come and fill in the morning absence</li> <li>2. Receive the guest</li> <li>3. Arrange drinks for the guest</li> </ul>            | Homestay Family |
| 5  | Friday<br>June 24 <sup>th</sup> , 2002    | <ul style="list-style-type: none"> <li>1. Come and fill in the morning absence</li> <li>2. Give drinks to guests in</li> </ul>  | Homestay Family |

|   |  |   |                 |
|---|--|---|-----------------|
|   |  | the morning<br>3. Serving guests check-out  |                 |
| 6 | Saturday<br>June 25 <sup>th</sup> , 2022 | 1. Come and fill in the morning absence<br>2. Prepare before guests arrive<br>3. Standby in lobby | Homestay Family |
| 7 | Sunday<br>June 26 <sup>th</sup> , 2022   | OFF   | -               |

**Tabel 3.8**

**Agenda of Activities of the Eighth Week of June**

**(June, July 27<sup>th</sup> – 03<sup>th</sup>, 2022)**

| <b>No</b> | <b>Day/Date</b>                           | <b>Activity</b>  | <b>Place</b>    |
|-----------|---|--|-----------------|
| 1         | Monday<br>June 27 <sup>th</sup> , 2022    | 1. Come and fill in the morning absence<br>2. Check the guest book<br>3. Ensure cleanliness of the lobby | Homestay Family |
| 2         | Tuesday<br>June 28 <sup>th</sup> , 2022   | 1. Come and fill in the morning absence<br>2. Check the guest book<br>3. Arrange drinks for guests       | Homestay Family |
| 3         | Wednesday<br>June 29 <sup>th</sup> , 2022 | 1. Come and fill in the morning absence<br>2. Check the guest book<br>3. Ensure cleanliness of the lobby | Homestay Family |
| 4         | Thursday<br>June 30 <sup>th</sup> , 2022  | 1. Come and fill in the morning absence<br>2. Serving guests registration                                | Homestay Family |
| 5         | Friday<br>July 01 <sup>th</sup> , 2002    | 1. Come and fill in the morning absence<br>2. Ensure cleanliness of the lobby                            | Homestay Family |
| 6         | Saturday<br>July 02 <sup>th</sup> , 2022  | 1. Serving guests check-out  | Homestay Family |
| 7         | Sunday<br>July 03 <sup>th</sup> , 2022    | OFF  | -               |

**Tabel 3.9****Agenda of Activities of the Ninth Week of June****(July 03<sup>th</sup> – 10<sup>th</sup>, 2022)**

| <b>No</b> | <b>Day/Date</b>                           | <b>Activity</b>   | <b>Place</b>       |
|-----------|---|---|--------------------|
| 1         | Monday<br>July 04 <sup>th</sup> , 2022    | 1. Check guest book<br>2. Check cleanliness the room                        | Homestay Family    |
| 2         | Tuesday<br>July 05 <sup>th</sup> , 2022   | 1. Come and fill in the morning absence<br>2. Bring guest luggage           | Homestay Family    |
| 3         | Wednesday<br>July 06 <sup>th</sup> , 2022 | 1. Take part in the Homestay appreciation socialization event               | Hotel Bukit Tinggi |
| 4         | Thursday<br>July 07 <sup>th</sup> , 2022  | 1. Come and fill in the morning absence<br>2. Check the guest book          | Homestay Family    |
| 5         | Friday<br>July 08 <sup>th</sup> , 2002    | 1. Come and fill in the morning absence<br>2. Make sure all rooms are clean | Homestay Family    |
| 6         | Saturday<br>July 09 <sup>th</sup> , 2022  | OFF   | -                  |
| 7         | Sunday<br>July 10 <sup>th</sup> , 2022    | OFF   | -                  |

**Tabel 3.10****Agenda of Activities of the Tenth Week of June****(July 11<sup>th</sup> – 15<sup>th</sup>, 2022)**

| <b>No</b> | <b>Day/Date</b>                           | <b>Activity</b>   | <b>Place</b>    |
|-----------|---|---|-----------------|
| 1         | Monday<br>July 11 <sup>th</sup> , 2022    | 1. Come and fill in the morning absence<br>2. Check guest book            | Homestay Family |
| 2         | Tuesday<br>July 12 <sup>th</sup> , 2022   | 1. Come and fill in the morning absence<br>2. Receive a call              | Homestay Family |
| 3         | Wednesday<br>July 13 <sup>th</sup> , 2022 | 1. Come and fill in the morning absence<br>2. Prepare rooms for guests    | Homestay Family |
| 4         | Thursday<br>July 14 <sup>th</sup> , 2022  | 1. Come and fill in the morning absence<br>2. Check the report guest book | Homestay Family |

|   |  |  |                 |
|---|--|--|-----------------|
| 5 | Friday<br>July 15 <sup>th</sup> , 2002 | <ol style="list-style-type: none"><li>1. Come and fill in the morning absence</li><li>2. Check cleanliness rooms</li></ol> | Homestay Family |
|---|--|--|-----------------|



## **CHAPTER IV**

### **CONCLUSION AND SUGGESTION**

#### **4.1 Conclusion**

After doing an apprenticeship in the Front Office at the Family Homestay, there are several conclusions as follows:

1. There are some kinds of jobs done during the apprenticeship, such as welcoming and serve guests, handling guest complaints, processing check-in and check-out, preparing before the guest arrive.
2. The working procedure is based on the Family Homestay Standard Operating Procedure (SOP)
3. The documents used during the apprenticeship are usually a letter of handover of good, laptop and invoice.

#### **4.2 Suggestion**

Based on the apprenticeships done at Homestay Family, the author suggests several things:

##### **4.2.1 For Companies**

1. Continuously improving the quality of existing facilities
2. Continue to improve service to guests, such as bringing guest luggage
3. Maintaining good relations with guests

##### **4.2.2 For Student**

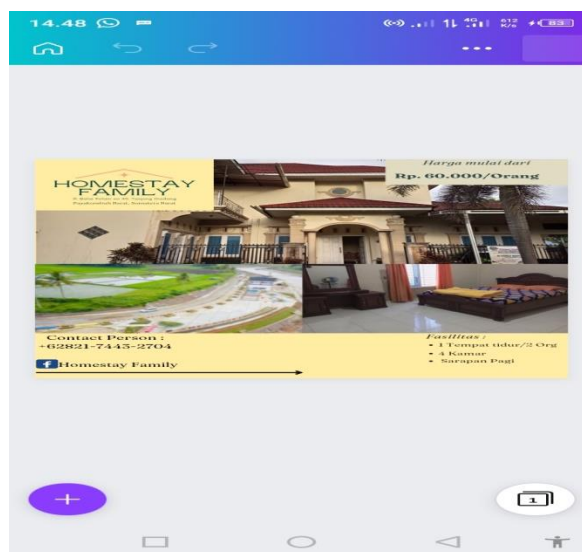
1. Must be able to make the most of this apprenticeship
2. In carrying out apprenticeships students must prepare mentally and always maintain physical condition
3. improve discipline, follow the rules and responsibility for the tasks assigned

# APPENDIXES

## APPENDIX A HANDOVER AND LAPTOP



## APPENDIX B THE MAKING OF ADVERTISEMENT



**APPENDIX C**

**INVOICE**



**APPENDIX D**  
**LETTER OF STATEMENT**



**HOMESTAY FAMILY**  
Jalan Balai Polam, Tanjung Gadang, Payakumbuh Barat-Sumatera  
Barat  
Telp: (+62 821 7443 2704)

**SURAT KETERANGAN**

Nomor:

Yang bertanda tangan di bawah ini menerangkan bahwa:

Nama : IZZATI RADIATA  
Tempat/Tanggal Lahir : Kp. Parit/ 06 Juni 2001  
Alamat : Kampung Parit, Nagari Simpang Tonang,  
Kecamatan Duo Koto, Pasaman Timur, Sumatera  
Barat

Telah melakukan Kerja Praktek pada Instansi kami, Homestay Family sejak tanggal 09 Mei 2022 sampai dengan 15 Juli 2022 sebagai tenaga Kerja Praktek.

Selama bekerja di Instansi kami, yang bersangkutan telah menunjukkan ketekunan dan kesungguhan bekerja dengan baik.

Demikian surat keterangan ini diberikan untuk di pergunakan sebagai mana mestinya.

Payakumbuh, 15 Juli 2022

Penanggung Jawab Kerja Praktek

RAHDIMAR, SH



**APPENDIX E**  
**APPRENTICESHIP ABSENCE**

**ABSENSI KERJA PRAKTEK (KP) TAHUN 2022**  
**DI HOMESTAY FAMILY**

| Nomor | Tanggal      | Masuk     | Pulang    |
|-------|--------------|-----------|-----------|
| 1     | 09 Mei 2022  | <i>fu</i> | <i>fu</i> |
| 2     | 10 Mei 2022  | <i>fu</i> | <i>fu</i> |
| 3     | 11 Mei 2022  | <i>fu</i> | <i>fu</i> |
| 4     | 12 Mei 2022  | <i>fu</i> | <i>fu</i> |
| 5     | 13 Mei 2022  | <i>fu</i> | <i>fu</i> |
| 6     | 16 Mei 2022  | <i>fu</i> | <i>fu</i> |
| 7     | 17 Mei 2022  | <i>fu</i> | <i>fu</i> |
| 8     | 18 Mei 2022  | <i>fu</i> | <i>fu</i> |
| 9     | 19 Mei 2022  | <i>fu</i> | <i>fu</i> |
| 10    | 20 Mei 2022  | <i>fu</i> | <i>fu</i> |
| 11    | 21 Mei 2022  | <i>fu</i> | <i>fu</i> |
| 12    | 23 Mei 2022  | <i>fu</i> | <i>fu</i> |
| 13    | 24 Mei 2022  | <i>fu</i> | <i>fu</i> |
| 14    | 25 Mei 2022  | <i>fu</i> | <i>fu</i> |
| 15    | 26 Mei 2022  | <i>fu</i> | <i>fu</i> |
| 16    | 27 Mei 2022  | <i>fu</i> | <i>fu</i> |
| 17    | 28 Mei 2022  | <i>fu</i> | <i>fu</i> |
| 18    | 30 Mei 2022  | <i>fu</i> | <i>fu</i> |
| 19    | 31 Mei 2022  | <i>fu</i> | <i>fu</i> |
| 20    | 01 Juni 2022 | <i>fu</i> | <i>fu</i> |
| 21    | 02 Juni 2022 | <i>fu</i> | <i>fu</i> |

|    |              |    |    |
|----|--------------|----|----|
| 22 | 03 Juni 2022 | fu | fu |
| 23 | 04 Juni 2022 |    | fu |
| 24 | 06 Juni 2022 | fu | fu |
| 25 | 07 Juni 2022 |    | fu |
| 26 | 08 Juni 2022 | fu | fu |
| 27 | 09 Juni 2022 |    | fu |
| 28 | 10 Juni 2022 | fu | fu |
| 29 | 11 Juni 2022 |    | fu |
| 30 | 13 Juni 2022 | fu | fu |
| 31 | 14 Juni 2022 |    | fu |
| 32 | 15 Juni 2022 | fu | fu |
| 33 | 16 Juni 2022 |    | fu |
| 34 | 17 Juni 2022 | fu | fu |
| 35 | 18 Juni 2022 |    | fu |
| 36 | 20 Juni 2022 | fu | fu |
| 37 | 21 Juni 2022 |    | fu |
| 38 | 22 Juni 2022 | fu | fu |
| 39 | 23 Juni 2022 |    | fu |
| 40 | 24 Juni 2022 | fu | fu |
| 41 | 25 Juni 2022 |    | fu |
| 42 | 27 Juni 2022 | fu | fu |
| 43 | 28 Juni 2022 |    | fu |
| 44 | 29 Juni 2022 | fu | fu |
| 45 | 30 Juni 2022 |    | fu |

|    |              |    |       |
|----|--------------|----|-------|
| 46 | 01 Juli 2022 | fu | fu    |
| 47 | 02 Juli 2022 |    | fu fu |
| 48 | 04 Juli 2022 | fu | fu fu |
| 49 | 05 Juli 2022 |    | fu fu |
| 50 | 06 Juli 2022 | fu | fu fu |
| 51 | 07 Juli 2022 |    | fu fu |
| 52 | 08 Juli 2022 | fu | fu fu |
| 53 | 11 Juli 2022 |    | fu fu |
| 54 | 12 Juli 2022 | fu | fu fu |
| 55 | 13 Juli 2022 |    | fu fu |
| 56 | 14 Juli 2022 | fu | fu fu |
| 57 | 15 Juli 2022 |    | fu fu |

Mengetahui,  
Pembimbing KP


Penanggung Jawab KP  
Homestay  
**FAMILY**  
Rafelmar, SH.

Ari Satria M.Pd, B.I  
NIP. 198805172015041002

**DAILY ACTIVITY**  
**ON THE JOB OF TRAINING (OJT)**


Day : Monday


Date : May 9th, 2022

| No | Job Description  | Supervisor   | Signature   |
|----|--|--------------|---|
| 1  | Introducing Homestay and how it works by the general manager | Rafdimar, SH |  |
| 2  | Make attendance and print it                                 |              |   |
| 3  | Standby in lobby   |              |   |

Day : Tuesday


Date : May 10th, 2022


| No | Job Description                      | Supervisor   | Signature   |
|----|--------------------------------------|--------------|---|
| 1  | Come and fill in the morning absence | Rafdimar, SH |  |
| 2  | Check guest report book              |              |   |
| 3  | Check cleanliness room's             |              |   |
|    | <b>Note:</b> Nice!                   |              |   |

| Picture   | Information   |
|---|---|
|  | Every morning I always check the guest book so that I know the guest data |

Day : Wednesday


Date : May 11th, 2022


| No | Job Description                      | Supervisor   | Signature   |
|----|--------------------------------------|--------------|---|
| 1  | Come and fill in the morning absence | Rafdimar, SH |  |
| 2  | Prepare the room for the guest.      |              |   |
| 3  | Standby in lobby                     |              |   |
|    | <b>Note:</b> Good                    |              |   |

| Picture   | Information                      |
|---|----------------------------------|
|  | Prepare the room for the guests. |

Day : Thursday


Date : May 12th, 2022

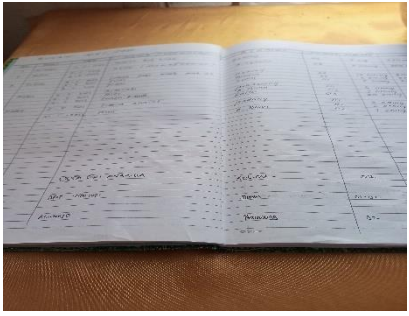
| No | Job Description                      | Supervisor   | Signature   |
|----|--------------------------------------|--------------|---|
| 1  | Come and fill in the morning absence | Rafdimar, SH |  |
| 2  | Check guest report book              |              |   |
| 3  | Receive guests to stay               |              |   |
|    | <b>Note:</b> Great!                  |              |   |

| Picture  | Information   |
|--|---|
|  | Receive guests from football players at night to stay |

Day : Friday


Date : May 13th, 2022


| No | Job Description                      | Supervisor   | Signature   |
|----|--------------------------------------|--------------|---|
| 1  | Come and fill in the morning absence | Rafdimar, SH |  |
| 2  | Check guest report book              |              |   |
| 3  | Standby in lobby                     |              |   |
|    | <b>Note:</b> Good!                   |              |   |

| Picture   | Information  |
|---|--|
|  | <p>check the guest book report and make sure the rooms have not been filled in</p> |

Day : Saturday


Date : May 14th, 2022

| No                 | Job Description  | Supervisor   | Signature   |
|--------------------|--|--------------|---|
| 1                  | Come and fill in the morning absence                               | Rafdimar, SH |  |
| 2                  | Check guest report book  |              |   |
| 3                  | Ask for suggestions/complaints/lack of services provided to guests |              |   |
| <b>Note:</b> Good! |  |              |   |

| Picture   | Information   |
|---|---|
|  | <p>Before guests check out, the homestay will ask for suggestions / shortcomings in service</p> |

Day : Monday


Date : May 16th, 2022

| No | Job Description                            | Supervisor   | Signature   |
|----|--|--------------|---|
| 1  | Come and fill in the morning absence       | Rafdimar, SH |  |
| 2  | Check guest report book                    |              |   |
| 3  | Helping to prepare the room for the guest. |              |   |
|    | <b>Note: Nice!!</b>                        |              |   |

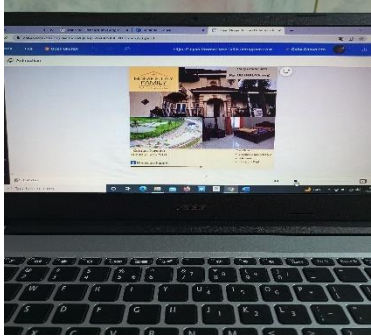
| Picture  | Information                      |
|--|----------------------------------|
|  | prepare rooms for booking guests |

Day : Tuesday

Date : May 17th, 2022


| No | Job Description                      | Supervisor   | Signature   |
|----|--------------------------------------|--------------|---|
| 1  | Come and fill in the morning absence | Rafdimar, SH |  |
| 2  | Make a promotion/advertisement       |              |   |
|    | <b>Note: Great!!</b>                 |              |   |




| Picture   | Information  |
|---|--|
|  | Process making an advertisement with used Canva app. |

Day : Wednesdays


Date : May 18th, 2022


| No              | Job Description                      | Supervisor   | Signature   |
|-----------------|--------------------------------------|--------------|---|
| 1               | Come and fill in the morning absence | Rafdimar, SH |  |
| 2               | Receive a call                       |              |   |
| Note: Good Job! |                                      |              |   |

| Picture   | Information                       |
|---|-----------------------------------|
|  | Receive calls from guests to stay |

Day : Thursday


Date : May 19th, 2022


| No | Job Description                      | Supervisor   | Signature   |
|----|--------------------------------------|--------------|---|
| 1  | Come and fill in the morning absence | Rafdimar, SH |  |
| 2  | Serving guest check-out              |              |   |

| Picture  | Information                    |
|--|--------------------------------|
|  | Serving the guest to check-out |

Day : Friday


Date : May 20th, 2022


| No | Job Description                      | Supervisor   | Signature   |
|----|--------------------------------------|--------------|---|
| 1  | Come and fill in the morning absence | Rafdimar, SH |  |
| 2  | Help prepare drinks for guests       |              |   |
|    | Note: Nice!                          |              |   |

| Picture   | Information                                    |
|---|--|
|  | Help prepare drinks to guests before check-out |

Day : Saturday


Date : May 21th, 2022

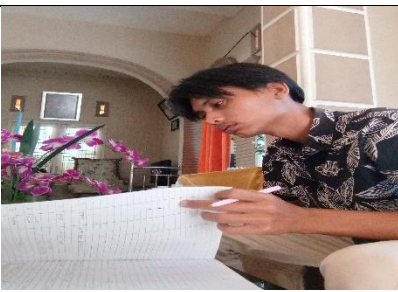
| No          | Job Description                      | Supervisor   | Signature   |
|-------------|--------------------------------------|--------------|---|
| 1           | Come and fill in the morning absence | Rafdimar, SH |  |
| 2           | Check guest report book              |              |   |
| 3           | Cleaning guest room                  |              |   |
| Note: Good! |                                      |              |   |

| Picture   | Information  |
|---|--|
|  | Clean and make sure the room has complete facilities |

Day : Monday


Date : May 23th, 2022


| No | Job Description                      | Supervisor   | Signature   |
|----|--------------------------------------|--------------|---|
| 1  | Come and fill in the morning absence | Rafdimar, SH |  |
| 2  | Check guest report book              |              |   |
|    | Note: Nice!                          |              |   |

| Picture  | Information  |
|--|--|
|  | Check the guest book so that I know the guest data |

Day : Tuesday


Date : May 24th, 2022


| No | Job Description                      | Supervisor   | Signature   |
|----|--------------------------------------|--------------|---|
| 1  | Come and fill in the morning absence | Rafdimar, SH |  |
| 2  | Check guest report book              |              |   |
| 3  | Check cleanliness the room           |              |   |
|    | Note: Good!                          |              |   |

| Picture   | Information  |
|---|--|
|  | Check the cleanliness and completeness of the room |

Day : Wednesday


Date : May 25th, 2022

| No | Job Description                      | Supervisor   | Signature   |
|----|--------------------------------------|--------------|---|
| 1  | Come and fill in the morning absence | Rafdimar, SH |  |
| 2  | Receive payment                      |              |   |

| Picture   | Information                                   |
|---|---|
|  | I received payment from guest who checked out |


Day : Thursday


Date : May 26th, 2022

| No | Job Description                              | Supervisor   | Signature   |
|----|--|--------------|---|
| 1  | Come and fill in the morning absence         | Rafdimar, SH |  |
| 2  | Check guest report book and standby in lobby |              |   |
|    | <b>Note: Ok!</b>                             |              |   |

Day : Friday


Date : May 27th, 2022

| No | Job Description                      | Supervisor   | Signature   |
|----|--------------------------------------|--------------|---|
| 1  | Come and fill in the morning absence | Rafdimar, SH |  |
| 2  | Receive a call                       |              |   |
|    | <b>Note: Ok!</b>                     |              |   |

| Picture   | Information                           |
|---|---------------------------------------|
|  | Receive a call from the guest to stay |


Day : Saturday

Date : May 28th, 2022

| No | Job Description                              | Supervisor   | Signature   |
|----|--|--------------|---|
| 1  | Come and fill in the morning absence         | Rafdimar, SH |  |
| 2  | Check guest report book and standby in lobby |              |   |
|    | <b>Note: Good!</b>                           |              |   |

Day : Monday


Date : May 30th, 2022

| No | Job Description                      | Supervisor   | Signature   |
|----|--------------------------------------|--------------|---|
| 1  | Come and fill in the morning absence | Rafdimar, SH |  |
| 2  | Check guest report book              |              |   |
| 3  | Homestay monthly meeting             |              |   |
|    | <b>Note: Good Job!</b>               |              |   |

| Picture   | Information                          |
|---|--------------------------------------|
|  | Participate in the Homestay meeting. |

Day : Tuesday

Date : May 31th, 2022


| No | Job Description                      | Supervisor   | Signature   |
|----|--------------------------------------|--------------|---|
| 1  | Come and fill in the morning absence | Rafdimar, SH |  |
| 2  | Clean the room                       |              |   |

| Picture  | Information                                       |
|--|---|
|  | I always clean the room after the guest check-out |

**DAILY ACTIVITY  
ON THE JOB OF TRAINING (OJT)**

Day : Wednesday


Date : June 01th, 2022

| No | Job Description                      | Supervisor   | Signature   |
|----|--------------------------------------|--------------|---|
| 1  | Come and fill in the morning absence | Rafdimar, SH |  |
| 2  | Check guest report book              |              |   |




Day : Thursday

Date : June 02th, 2022

| No | Job Description                      | Supervisor   | Signature   |
|----|--------------------------------------|--------------|---|
| 1  | Come and fill in the morning absence | Rafdimar, SH |  |
| 2  | Check guest report book              |              |   |


Day : Friday


Date : June 03th, 2022

| No | Job Description                      | Supervisor   | Signature   |
|----|--------------------------------------|--------------|---|
| 1  | Come and fill in the morning absence | Rafdimar, SH |  |
| 2  | Check guest report book              |              |   |

Day : Saturday


Date : June 04th, 2022


| No | Job Description                      | Supervisor   | Signature   |
|----|--------------------------------------|--------------|---|
| 1  | Come and fill in the morning absence | Rafdimar, SH |  |
| 2  | Clean guest rooms                    |              |   |
|    | Note: Good!                          |              |   |

| Picture   | Information                                   |
|---|---|
|  | Clean guest rooms and check room completeness |

Day : Monday


Date : June 06th, 2022

| No | Job Description                      | Supervisor   | Signature  |
|----|--------------------------------------|--------------|--|
| 1  | Come and fill in the morning absence | Rafdimar, SH |  |
| 2  | Bring drinks to guests               |              |  |
|    | <b>Note:</b> Good!                   |              |  |

| Picture   | Information                                   |
|---|---|
|  | Bring drinks to guests before do registration |


Day : Tuesday


Date : June 07th, 2022

| No | Job Description                      | Supervisor   | Signature   |
|----|--------------------------------------|--------------|---|
| 1  | Come and fill in the morning absence | Rafdimar, SH |  |
| 2  | Check guest report book              |              |   |

Day : Wednesday


Date : June 08th, 2022

| No | Job Description                      | Supervisor   | Signature   |
|----|--------------------------------------|--------------|---|
| 1  | Come and fill in the morning absence | Rafdimar, SH |  |
| 2  | Clean the room and standby in lobby  |              |   |

| Picture   | Information                                 |
|---|---|
|  | I clean the room after the guests check-out |


Day : Thursday

Date : June 09th, 2022

| No | Job Description                      | Supervisor   | Signature   |
|----|--------------------------------------|--------------|---|
| 1  | Come and fill in the morning absence | Rafdimar, SH |  |
| 2  | Check guest report book              |              |   |

Day : Friday


Date : June 10th, 2022


| No | Job Description                      | Supervisor   | Signature   |
|----|--------------------------------------|--------------|---|
| 1  | Come and fill in the morning absence | Rafdimar, SH |  |
| 2  | Clean guest rooms                    |              |   |

| Picture   | Information   |
|---|---|
|  | Clean guest rooms and check the completeness of room facilities |

Day : Saturday


Date : June 11th, 2022


| No | Job Description                      | Supervisor   | Signature   |
|----|--------------------------------------|--------------|---|
| 1  | Come and fill in the morning absence | Rafdimar, SH |  |
| 2  | Check guest report book              |              |   |
|    | Note: Nice!                          |              |   |

| Picture  | Information             |
|--|-------------------------|
|  | Write guest book report |

Day : Monday


Date : June 13th, 2022


| No | Job Description                      | Supervisor   | Signature   |
|----|--------------------------------------|--------------|---|
| 1  | Come and fill in the morning absence | Rafdimar, SH |  |
| 2  | Clean the rooms                      |              |   |

| Picture   | Information                                |
|---|--|
|  | Clean the rooms before guests come to stay |

Day : Tuesday


Date : June 14th, 2022

| No                     | Job Description                      | Supervisor   | Signature   |
|------------------------|--------------------------------------|--------------|---|
| 1                      | Come and fill in the morning absence | Rafdimar, SH |  |
| 2                      |                                      |              |   |
| <b>Note:</b> Nice Job! |                                      |              |   |

| Picture   | Information   |
|---|---|
|  | I following in Homestay-based business training at the Grand Rocky Bukit Tinggi Hotel |


Day : Wednesday

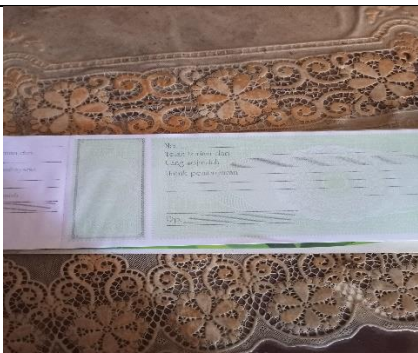
Date : June 15th, 2022

| No | Job Description                      | Supervisor   | Signature   |
|----|--------------------------------------|--------------|---|
| 1  | Come and fill in the morning absence | Rafdimar, SH |  |
| 2  | Check Cleanliness room               |              |   |

Day : Thursday


Date : June 16th, 2022

| No | Job Description                      | Supervisor   | Signature   |
|----|--------------------------------------|--------------|---|
| 1  | Come and fill in the morning absence | Rafdimar, SH |  |
| 2  | Make proof of payment                |              |   |
|    | <b>Note:</b> Nice!                   |              |   |

| Picture   | Information  |
|---|--|
|  | I will make proof of guest payment if the guest needs it |


Day : Friday

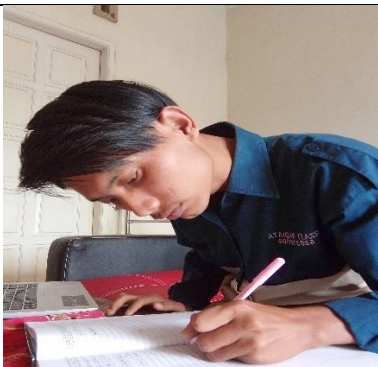
Date : June 17th, 2022

| No | Job Description                      | Supervisor   | Signature   |
|----|--------------------------------------|--------------|---|
| 1  | Come and fill in the morning absence | Rafdimar, SH |  |
| 2  | Check guest report book              |              |   |

Day : Saturday

Date : June 18th, 2022


| No | Job Description                      | Supervisor   | Signature   |
|----|--------------------------------------|--------------|---|
| 1  | Come and fill in the morning absence | Rafdimar, SH |  |
| 2  | Check guest report book              |              |   |
|    | <b>Note:</b> Enjoy your job!         |              |   |


| Picture   | Information             |
|---|-------------------------|
|  | Write guest book report |



Day : Monday


Date : June 20th, 2022

| No | Job Description                      | Supervisor   | Signature   |
|----|--------------------------------------|--------------|---|
| 1  | Come and fill in the morning absence | Rafdimar, SH |  |
| 2  | Prepare the room                     |              |   |
|    | <b>Note: Good!</b>                   |              |   |

| Picture  | Information                        |
|--|------------------------------------|
|  | Prepare and clean rooms for guests |

Day : Tuesday


Date : June 21th, 2022

| No | Job Description                      | Supervisor   | Signature   |
|----|--------------------------------------|--------------|---|
| 1  | Come and fill in the morning absence | Rafdimar, SH |  |
| 2  | Take guests to BWS Park              |              |   |
|    | <b>Note: Good Job!</b>               |              |   |

| Picture   | Information  |
|---|--|
|  | <p>Sometimes I take guests to the BWS Park to play</p> |


Day : Wednesday

Date : June 22th, 2022

| No | Job Description                      | Supervisor   | Signature   |
|----|--------------------------------------|--------------|---|
| 1  | Come and fill in the morning absence | Rafdimar, SH |  |
| 2  | Check guest report book              |              |   |


Day : Thursday

Date : June 23th, 2022

| No | Job Description                      | Supervisor   | Signature   |
|----|--------------------------------------|--------------|---|
| 1  | Come and fill in the morning absence | Rafdimar, SH |  |
| 2  | Check guest report book              |              |   |


Day : Friday


Date : June 24th, 2022

| No | Job Description                      | Supervisor   | Signature   |
|----|--------------------------------------|--------------|---|
| 1  | Come and fill in the morning absence | Rafdimar, SH |  |
| 2  | Check guest report book              |              |   |

Day : Saturday


Date : June 25th, 2022

| No | Job Description                      | Supervisor   | Signature   |
|----|--------------------------------------|--------------|---|
| 1  | Come and fill in the morning absence | Rafdimar, SH |  |
| 2  | Received payment                     |              |   |
|    | <b>Note:</b> Enjoy your Job!         |              |   |

| Picture   | Information   |
|---|---|
|  | I always receive payment from the guest who check-out |


Day : Monday

Date : June 27th, 2022

| No | Job Description                              | Supervisor   | Signature   |
|----|--|--------------|---|
| 1  | Come and fill in the morning absence         | Rafdimar, SH |  |
| 2  | Check guest report book and standby in lobby |              |   |


Day : Tuesday

Date : June 28th, 2022

| No | Job Description                      | Supervisor   | Signature   |
|----|--------------------------------------|--------------|---|
| 1  | Come and fill in the morning absence | Rafdimar, SH |  |
| 2  | Check guest report book              |              |   |


Day : Wednesday


Date : June 29th, 2022

| No | Job Description                      | Supervisor   | Signature   |
|----|--------------------------------------|--------------|---|
| 1  | Come and fill in the morning absence | Rafdimar, SH |  |
| 2  | Check guest report book              |              |   |

Day : Thursday

Date : June 30th, 2022


| No | Job Description                      | Supervisor   | Signature   |
|----|--------------------------------------|--------------|---|
| 1  | Come and fill in the morning absence | Rafdimar, SH |  |
| 2  | Asking a guest ID Card to register   |              |   |
|    | <b>Note:</b> Good Job!               |              |   |

| Picture  | Information   |
|--|---|
|  | I asking a guest ID Card for registration and data collection |

**DAILY ACTIVITY  
ON THE JOB OF TRAINING (OJT)**


Day : Friday

Date : July 01th, 2022

| No | Job Description                      | Supervisor   | Signature   |
|----|--------------------------------------|--------------|---|
| 1  | Come and fill in the morning absence | Rafdimar, SH |  |
| 2  | Check guest report book              |              |   |


Day : Saturday

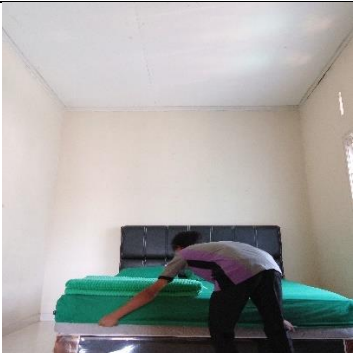
Date : July 02th, 2022

| No | Job Description                      | Supervisor   | Signature   |
|----|--------------------------------------|--------------|---|
| 1  | Come and fill in the morning absence | Rafdimar, SH |  |
| 2  | Check guest report book              |              |   |

Day : Monday


Date : July 04th, 2022

| No | Job Description                      | Supervisor   | Signature   |
|----|--------------------------------------|--------------|---|
| 1  | Come and fill in the morning absence | Rafdimar, SH |  |
| 2  | Clean the rooms                      |              |   |
|    | <b>Note:</b> Nice!                   |              |   |

| Picture   | Information                              |
|---|--|
|  | Clean the room after the guest check-out |


Day : Tuesday

Date : July 05th, 2022

| No | Job Description                      | Supervisor   | Signature   |
|----|--------------------------------------|--------------|---|
| 1  | Come and fill in the morning absence | Rafdimar, SH |  |
| 2  | Check guest report book              |              |   |

Day : Wednesday


Date : July 06th, 2022

| No | Job Description                           | Supervisor   | Signature   |
|----|---|--------------|---|
| 1  | Come and fill in the morning absence      | Rafdimar, SH |  |
| 2  | Homestay appreciation socialization event |              |   |
|    | <b>Note:</b> Great!                       |              |   |

| Picture   | Information  |
|---|--|
|  | I participate in the Homestay appreciation socialization event at Bukit Tinggi |


Day : Thursday

Date : July 07th, 2022

| No | Job Description                      | Supervisor   | Signature   |
|----|--------------------------------------|--------------|---|
| 1  | Come and fill in the morning absence | Rafdimar, SH |  |
| 2  | Check guest report book              |              |   |


Day : Friday

Date : July 08th, 2022

| No | Job Description                      | Supervisor   | Signature   |
|----|--------------------------------------|--------------|---|
| 1  | Come and fill in the morning absence | Rafdimar, SH |  |
| 2  | Check guest report book              |              |   |

Day : Monday


Date : July 11th, 2022

| No | Job Description                      | Supervisor   | Signature   |
|----|--------------------------------------|--------------|---|
| 1  | Come and fill in the morning absence | Rafdimar, SH |  |
| 2  | Check guest report book              |              |   |




Day : Tuesday


Date : July 12th, 2022

| No | Job Description                      | Supervisor   | Signature   |
|----|--------------------------------------|--------------|---|
| 1  | Come and fill in the morning absence | Rafdimar, SH |  |
| 2  | Check guest report book              |              |   |

Day : Wednesday


Date : July 13th, 2022

| No | Job Description                      | Supervisor   | Signature   |
|----|--------------------------------------|--------------|---|
| 1  | Come and fill in the morning absence | Rafdimar, SH |  |
| 2  | Clean the rooms                      |              |   |

| Picture   | Information                              |
|---|--|
|  | Clean the room after the guest check-out |


Day : Thursday

Date : July 14th, 2022

| No | Job Description                      | Supervisor   | Signature   |
|----|--------------------------------------|--------------|---|
| 1  | Come and fill in the morning absence | Rafdimar, SH |  |
| 2  | Cleaning the room                    |              |   |

Day : Friday

Date : July 15th, 2022

| No | Job Description                      | Supervisor   | Signature   |
|----|--------------------------------------|--------------|---|
| 1  | Come and fill in the morning absence | Rafdimar, SH |  |
| 2  | Cleaning guest room                  |              |   |