

Fill in the table below to help you keep to your plan.

Area/Activity	Duration

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Show off your skills!

- Lead by example and go the extra mile
- Actively promote the business/brand standards
- Plan activities, work objectives and monitor service
- Follow policies and procedures to prepare the food/beverage area
- Provide leadership, supervision and support to the team

SKILLS

Business

- Work in line with business/brand standards
- Comply with legal requirements, industry regulations, social responsibility, professional codes and organisational policies/standards
- Monitor the team during activities to ensure correct performance levels are achieved
- Minimise disruption to service by identifying and addressing issues in advance

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People

- Brief the team on activities, setting realistic work objectives
- Communicate effectively with the team, customers and other stakeholders
- Plan activities to maximise time and available resource
- Ensure communications are efficient and understood, and the resultant actions are undertaken at the appropriate time

Leadership

- Provide leadership, supervision and support to the team and its members, leading by example to maximise performance
- Identify opportunities to 'go the extra mile' with either customers or in supporting the team

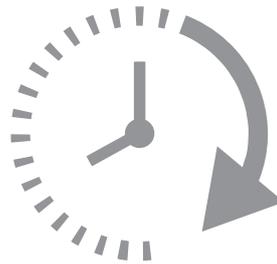
Hospitality Outlet Supervisor

- Prepare the hospitality outlet for service, ensuring business/brand standards are maintained and menus/promotional materials are up to date and presented accurately
- Ensure stock/resources are ready for service
- Ensure customers are met, given the correct information and receive products and services in line with business/brand standard
- Process payments and record consumption and keep all records (manual or electronic) up to date and supplied to the correct person

During your observation you need to show off all the knowledge, skills and behaviours you have learnt during your apprenticeship.

Your observation will be no longer than 4 hours. You should use this time to demonstrate to your end-point assessor your practical skills, knowledge and behaviours in the workplace. If you want to you can explain what you are doing and why you are doing it.

Keep an eye on the time and make sure you cover all the areas and tasks you planned to show the assessor.



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