

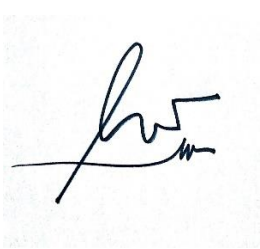
DAILY ACTIVITIES

Name : Han Miya Sari

Student Number : 2021020034

Department : Café 103

No.	Day	Date	Section	Activities	Sign (By Hotel)	Note
1	Monday	10/02/2025	Day one	• Make a re-sign contract Ritz Calton Hongkong • Conduct hotel tours according to deparment • Distribution lockers for trainee • Create bank account		
2	Tuesday	11/02/2025	Orientation	• Introduction of the hotel executive • Introduction about credo • Explain hotel history • Tour residences room & guest room • Distribution lockers for trainee		

3	Wednesday	12/02/2025	Orientation day 2	- Hygiene discovery presentation - Safety & health security presentation - Tour all restaurant outlet - Wearing uniform & take a picture for id card		
4	Thursday	13/02/2025	Orientation day 3	- Do a test about credo - Lunch at café 103 - Tour all restaurant outlet - Tour ozone the highest bar in world		
5	Friday	14/02/2025	Café 103	- Handle valentine lunch and dinner buffet - Refill stock plate buffet - Refill soup spoon - Take clear up from section cd - Refill soup cup		
6	Saturday	15/02/2025	Day Off			
7	Sunday	16/02/2025	Day Off			



DAILY ACTIVITIES

Name : Han Miya Sari

Student Number : 2021020034

Department : Café 103

No.	Day	Date	Section	Activities	Sign (By Hotel)	Note
1	Monday	17/02/2025	Day Off			
2	Tuesday	18/02/2025	Day Off			
3	Wednesday	19/02/2025	Café 103	• Refill stock plate buffet • Refill soup spoon • Take clear up from section cd Refill soup cup • Make a coffee		

4	Thursday	20/02/2025	Café 103	• Refill stock plate buffet • Refill soup spoon • Take clear up from section cd • Refill soup cup • Make a coffee • Polish cutterly		
5	Friday	21/02/2025	Café 103	• Refill stock plate buffet • Refill soup spoon • Take clear up from section cd • Refill soup cup • Make a coffee • Polish cutterly • Refill tea bag		
6	Saturday	22/02/2025	Café 103	• Refill stock plate buffet • Refill soup spoon • Take clear up from section cd - Refill soup cup • Make a coffee • Learn how to set up		

7	Sunday	23/02/2025	Café 103	• Clear up dirty plate • Ask coffee & tea guest • Prepration cutleries • Set up table • Learn how to engage guest make a tripadvisor		
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DAILY ACTIVITIES

Name : Han Miya Sari

Student Number : 2021020034

Department : Café 103

No.	Day	Date	Section	Activities	Sign (By Hotel)	Note
1	Monday	24/02/2025	Day Off			
2	Tuesday	25/02/2025	Café 103	• Clear up dirty plate • Ask coffee & tea guest • Prepration cutleries and glass • Set up table • Learn how to upselling wine package		

3	Wednesday	26/02/2025	Day Off			
4	Thursday	27/02/2025	Café 103	• Clear up dirty plate • Ask coffee & tea guest • Prepration cutleries and glass • Set up table • Learn how to set table arrangement		
5	Friday	28/02/2025	Café 103	• Learn how to sent afternoon tea • Learn how to presentasion afternoon tea • Learn make a tea • Learn how to set up afternoon tea		
6	Saturday	01/03/2025	Café 103	• Sent afternoon tea • Refill hot water in tea pot • Clear up • Learn how to reheat scone		

7	Sunday	02/03/2025	Café 103	• Clear up dirty plate • Ask coffee & tea guest • Prepration cutleries and glass • Set up table • Learn how to serve wine		
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DAILY ACTIVITIES

Name : Han Miya Sari

Student Number : 2021020034

Department : Café 103

No.	Day	Date	Section	Activities	Sign (By Hotel)	Note
1	Monday	03/03/2025	Café 103	• Clear up dirty plate • Ask coffee & tea guest • Prepration cutleries and glass • Set up table • Learn how to serve beer		
2	Tuesday	04/03/2025	Café 103	• Clear up dirty plate • Ask coffee & tea guest • Prepration cutleries and glass • Set up table • Learn how to sent celebrate cake to guest		
3	Wednesday	05/03/2025	Day Off			
4	Thursday	06/03/2025	SH1			

5	Friday	07/03/2025	Day Off			
6	Saturday	08/03/2025	Café 103	• Clear up dirty plate • Ask coffee & tea guest • Prepration cutleries and glass • Set up table • Sent a wording cake		
7	Sunday	09/03/2025	Café 103	• Clear up dirty plate • Ask coffee & tea guest • Prepration cutleries and glass • Set up table • Sent a wording cake		

DAILY ACTIVITIES

Name : Han Miya Sari

Student Number : 2021020034

Department : Café 103

No.	Day	Date	Section	Activities	Sign (By Hotel)	Note
1	Monday	10/03/2025	Day Off			
2	Tuesday	11/03/2025	Café 103	• Clear up dirty plate • Ask coffee & tea guest • Prepration cutleries and glass • Set up table • Sent a wording cake		
3	Wednesday	12/03/2025	Day Off			
4	Thursday	13/03/2025	PH1			

5	Friday	14/03/2025	Café 103	• Clear up dirty plate • Ask coffee & tea guest • Prepration cutleries and glass • Set up table • Sent a wording cake • Learn how to make a mini wow		
6	Saturday	15/03/2025	Café 103	• Clear up dirty plate • Ask coffee & tea guest • Prepration cutleries and glass • Set up table • Sent a wording cake		
7	Sunday	16/03/2025	Café 103	• Clear up dirty plate • Ask coffee & tea guest • Prepration cutleries and glass • Set up table • Sent a wording cake		



DAILY ACTIVITIES

Name : Han Miya Sari

Student Number : 2021020034

Department : Café 103

No.	Day	Date	Section	Activities	Sign (By Hotel)	Note
1	Monday	17/03/2025	Day Off			
2	Tuesday	18/03/2025	Café 103	• Clear up dirty plate • Ask coffee & tea guest • Prepration cutleries and glass • Set up table • Sent a wording cake		
3	Wednesday	19/03/2025	Café 103	• Clear up dirty plate • Ask coffee & tea guest • Prepration cutleries and glass • Set up table		

				• Sent a wording cake		
4	Thursday	20/03/2025	Café 103	• Clear up dirty plate • Ask coffee & tea guest • Prepration cutleries and glass • Set up table • Sent a wording cake		
5	Friday	21/03/2025	Café 103	• Clear up dirty plate • Ask coffee & tea guest • Prepration cutleries and glass • Set up table • Sent a wording cake • Support to café 100		
6	Saturday	23/03/2025	PH2			
7	Sunday	24/03/2025	Day Off			



DAILY ACTIVITIES

Name : Han Miya Sari

Student Number : 2021020034

Department : Café 103

No.	Day	Date	Section	Activities	Sign (By Hotel)	Note
1	Monday	25/03/2025	Café 103	• Clear up dirty plate • Ask coffee & tea guest • Prepration cutleries and glass • Set up table • Sent a wording cake • Support to tin lung heen		

2	Tuesday	26/03/2025	Café 103	• Clear up dirty plate • Ask coffee & tea guest • Prepration cutleries and glass • Set up table • Sent a wording cake • Have a banquet training		
3	Wednesday	27/03/2025	Day Off			
4	Thursday	28/03/2025	SH2			
5	Friday	29/03/2025	Day Off			
6	Saturday	30/03/2025	Café 103	• Clear up dirty plate • Ask coffee & tea guest • Prepration cutleries and glass • Set up table • Sent a wording cake		
7	Sunday	31/03/2025	Café 103	• Clear up dirty plate • Ask coffee & tea guest • Prepration cutleries and glass • Set up table		



DAILY ACTIVITIES

Name : Han Miya Sari

Student Number : 2021020034

Department : Café 103

No.	Day	Date	Section	Activities	Sign (By Hotel)	Note
1	Monday	01/04/2025	Café 103	• Clear up dirty plate • Ask coffee & tea guest • Prepration cutleries and glass • Set up table • Sent a wording cake		
2	Tuesday	02/04/2025	Day Off			
3	Wednesday	03/04/2025	Café 103	• Clear up dirty plate • Ask coffee & tea guest • Prepration cutleries and glass • Set up table • Sent a wording cake		

4	Thursday	04/04/2025	Day Off			
5	Friday	05/04/2025	Day Off			
6	Saturday	06/04/2025	Café 103	• Clear up dirty plate • Ask coffee & tea guest • Prepration cutleries and glass • Set up table • Sent a wording cake		
7	Sunday	07/04/2025	Café 103	• Sent afternoon tea • Refill hot water in tea pot • Clear up • Prepare afternoon tea set • Sent a wording cake		

DAILY ACTIVITIES

Name : Han Miya Sari

Student Number : 2021020034

Department : Café 103

No.	Day	Date	Section	Activities	Sign (By Hotel)	Note
1	Monday	08/04/2025	Day Off			
2	Tuesday	09/04/2025	Café 103	• Sent afternoon tea • Refill hot water in tea pot • Clear up • Make a cream and jam		
3	Wednesday	10/04/2025	Day Off			
4	Thursday	11/04/2025	Café 103	• Clear up dirty plate • Ask coffee & tea guest • Prepration cutleries and glass • Set up table • Sent a wording cake		

5	Friday	12/04/2025	Café 103	• Clear up dirty plate • Ask coffee & tea guest • Prepration cutleries and glass • Set up table • Sent a wording cake		
6	Saturday	13/04/2025	Café 103	• Sent afternoon tea • Refill hot water in tea pot • Clear up • Make a cream and jam • Learn how to use machine card • How to use micros		
7	Sunday	14/04/2025	Café 103	• Sent afternoon tea • Refill hot water in tea pot • Clear up • How to punch order in micros		



DAILY ACTIVITIES

Name : Han Miya Sari

Student Number : 2021020034

Department : Café 103

No.	Day	Date	Section	Activities	Sign (By Hotel)	Note
1	Monday	15/04/2025	Café 103	• Clear up dirty plate • Ask coffee & tea guest • Prepration cutleries and glass • Set up table • Sent a wording cake • Learn how to open check in micros		
2	Tuesday	16/04/2025	PH4			

3	Wednesday	17/04/2025	Café 103	• Clear up dirty plate • Ask coffee & tea guest • Prepration cutleries and glass • Set up table • Sent a wording cake • Learn how to close check in micros		
4	Thursday	18/04/2025	Café 103	• Clear up dirty plate • Ask coffee & tea guest • Prepration cutleries and glass • Set up table • Sent a wording cake • Learn how to input klook in micros		
5	Friday	19/04/2025	Café 103	• Clear up dirty plate • Ask coffee & tea guest • Prepration cutleries and glass • Set up table • Sent a wording cake • Learn how to discount for marriot bonvoy		

6	Saturday	20/04/2025	Day Off			
7	Sunday	21/04/2025	Day Off			



DAILY ACTIVITIES

Name : Han Miya Sari

Student Number : 2021020034

Department : Café 103

No.	Day	Date	Section	Activities	Sign (By Hotel)	Note
1	Monday	22/04/2025	Day Off			
2	Tuesday	23/04/2025	Café 103	• Clear up dirty plate • Ask coffee & tea guest • Prepration cutleries and glass • Set up table • Sent a wording cake		

				• Make a new marriot Bonvoy for guest		
3	Wednesday	24/04/2025	PH6			
4	Thursday	25/04/2025	Café 103	• Clear up dirty plate • Ask coffee & tea guest • Prepration cutleries and glass • Set up table • Sent a wording cake		
5	Friday	26/04/2025	Café 103	• Sent afternoon tea • Refill hot water in tea pot • Clear up • Make a cream and jam • Make coffee and tea		
6	Saturday	27/04/2025	Café 103	• Sent afternoon tea • Refill hot water in tea pot • Clear up • Make a cream and jam Make coffee and tea		

7	Sunday	28/04/2025	Café 103	• Sent afternoon tea • Refill hot water in tea pot • Clear up • Make a cream and jam Make coffee and tea		
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DAILY ACTIVITIES

Name : Han Miya Sari

Student Number : 2021020034

Department : Café 103

No.	Day	Date	Section	Activities	Sign (By Hotel)	Note
1	Monday	29/04/2025	Day Off			
2	Tuesday	30/04/2025	Day Off			

3	Wednesday	01/05/2025	Café 103	• Clear up dirty plate • Ask coffee & tea guest • Prepration cutleries and glass • Set up table • Sent a wording cake		
4	Thursday	02/05/2025	Café 103	• Clear up dirty plate • Ask coffee & tea guest • Prepration cutleries and glass • Set up table • Sent a wording cake		
5	Friday	03/05/2025	Café 103	• Clear up dirty plate • Ask coffee & tea guest • Prepration cutleries and glass • Set up table • Sent a wording cake		
6	Saturday	04/05/2025	Café 103	• Clear up dirty plate • Ask coffee & tea guest • Prepration cutleries and glass • Set up table • Sent a wording cake		

7	Sunday	05/05/2025	Café 103	• Clear up dirty plate • Ask coffee & tea guest • Prepration cutleries and glass • Set up table • Sent a wording cake		
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DAILY ACTIVITIES

Name : Han Miya Sari

Student Number : 2021020034

Department : Café 103

No.	Day	Date	Section	Activities	Sign (By Hotel)	Note
1	Monday	06/05/2025	Day Off			
2	Tuesday	07/05/2025	Day Off			
3	Wednesday	08/05/2025	Café 103	• Clear up dirty plate • Ask coffee & tea guest • Prepration cutleries and glass • Set up table • Sent a wording cake		
4	Thursday	09/05/2025	PH5			
5	Friday	10/05/2025	Café 103	Preparing BOH (Prepare Black Tea, Prepare Jasmine Tea, Set Up Dessert Trolley, Fold Napkin, Complete the Temp Report & Opening Checklist, Fill up linen in/out Form)		

6	Saturday	11/05/2025	BOH	Set Up Table for the First Round And Preparing BOH		
7	Sunday	12/05/2025	BOH	Prepare BOH		

DAILY ACTIVITIES

Name : Han Miya Sari

Student Number : 2021020034

Department : Cafe 103

No.	Day	Date	Section	Activities	Sign (By Hotel)	Note
1	Monday	13/05/2025	Café 103	• Clear up dirty plate • Ask coffee & tea guest • Prepration cutleries and glass • Set up table • Sent a wording cake		
2	Tuesday	14/05/2025	BOH	Set Up Table for the First Round And Preparing BOH		
3	Wednesday	15/05/2025	Café 103	Set Up Table for the First Round And Preparing BOH		

4	Thursday	16/05/2025	Café 103	Set Up Table for the First Round And Preparing BOH		
5	Friday	17/05/2025	Café 103	Set Up Table for the First Round And Preparing BOH		
6	Saturday	18/05/2025	Day Off			
7	Sunday	19/05/2025	AL1			



DAILY ACTIVITIES

Name : Han Miya Sari

Student Number : 2021020034

Department : Café 103

No.	Day	Date	Section	Activities	Sign (By Hotel)	Note
1	Monday	20/05/2025	Café 103	Set Up Table for the First Round And Preparing BOH		
2	Tuesday	21/05/2025	Café 103	Set Up Table for the First Round And Preparing BOH		
3	Wednesday	22/05/2025	Day Off			
4	Thursday	23/05/2025	Day Off			

5	Friday	24/05/2025	AL3			
6	Saturday	25/05/2025	Café 103	Set Up Table for the First Round And Preparing BOH		
7	Sunday	26/05/2025	Café 103	Set Up Table for the First Round And Preparing BOH		

DAILY ACTIVITIES

Name : Han Miya Sari

Student Number : 2021020034

Department : Café 103

No.	Day	Date	Section	Activities	Sign (By Hotel)	Note
1	Monday	27/05/2025	Café 103	Set Up Table for the First Round And Preparing BOH and afternoon tea		
2	Tuesday	28/05/2025	Café 103	Set Up Table for the First Round And Preparing BOH		
3	Wednesday	29/05/2025	Day Off			
4	Thursday	30/05/2025	Day Off			

5	Friday	31/05/2025	SH6			
6	Saturday	01/06/2025	Café 103	Set Up Table for the First Round And Preparing BOH		
7	Sunday	02/06/2025	BOH	Set Up Table for the First Round And Preparing BOH		

DAILY ACTIVITIES

Name : Han Miya Sari

Student Number : 2021020034

Department : Café 103

No.	Day	Date	Section	Activities	Sign (By Hotel)	Note
1	Monday	03/05/2025	Café 103	Set Up Table for the First Round And Preparing BOH		
2	Tuesday	04/05/2025	Day Off			
3	Wednesday	05/05/2025	Café 103	Set Up Table for the First Round And Preparing BOH		

4	Thursday	06/05/2025	Café 103	Set Up Table for the First Round And Preparing BOH		
5	Friday	07/05/2025	Café 103	Set Up Table for the First Round And Preparing BOH		
6	Saturday	08/06/2025	Day Off			
7	Sunday	09/06/2025	Café 103	Set Up Table for the First Round And Preparing BOH		

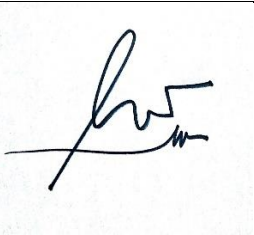
DAILY ACTIVITIES

Name : Han Miya Sari

Student Number : 2021020034

Department : Café 103

No.	Day	Date	Section	Activities	Sign (By Hotel)	Note
1	Monday	10/06/2025	Day Off			
2	Tuesday	11/06/2025	Day Off			
3	Wednesday	12/06/2025	Café 103	Set Up Table for the First Round And Preparing BOH		
4	Thursday	13/06/2025	Café 103	Set Up Table for the First Round And Preparing BOH		

5	Friday	14/06/2025	Café 103	Set Up Table for the First Round And Preparing BOH		
6	Saturday	15/06/2025	PH4			
7	Sunday	16/06/2025	BOH	Set Up Table for the First Round And Preparing BOH		

DAILY ACTIVITIES

Name : Han Miya Sari

Student Number : 2021020034

Department : Café 103

No.	Day	Date	Section	Activities	Sign (By Hotel)	Note
1	Monday	17/06/2025	Café 103	Set Up Table for the First Round And Preparing BOH		
2	Tuesday	18/06/2025	Café 103	Set Up Table for the First Round And Preparing BOH		
3	Wednesday	19/06/2025	Day Off			
4	Thursday	20/06/2025	Day Off			

5	Friday	21/06/2025	Café 103	Set Up Table for the First Round And Preparing BOH		
6	Saturday	22/06/2025	Café 103	Set Up Table for the First Round And Preparing BOH		
7	Sunday	23/06/2025	Café 103	Set Up Table for the First Round And Preparing BOH		

DAILY ACTIVITIES

Name : Han Miya Sari

Student Number : 2021020034

Department : Café 103

No.	Day	Date	Section	Activities	Sign (By Hotel)	Note
1	Monday	24/06/2025	Day Off			
2	Tuesday	25/06/2025	Sick Leave			
3	Wednesday	26/06/2025	Café 103	Set Up Table for the First Round And Preparing BOH		
4	Thursday	27/06/2025	Café 103	Set Up Table for the First Round And Preparing BOH		
5	Friday	28/06/2025	Day Off			

6	Saturday	29/06/2025	Café 103	Set Up Table for the First Round And Preparing BOH		
7	Sunday	30/06/2025	Café 103	Set Up Table for the First Round And Preparing BOH		



DAILY ACTIVITIES

Name : Han Miya Sari

Student Number : 2021020034

Department : Café 103

No.	Day	Date	Section	Activities	Sign (By Hotel)	Note
1	Monday	01/07/2025	Café 103	Set Up Table for the First Round And Preparing BOH		
2	Tuesday	02/07//2025	Café 103	Set Up Table for the First Round And Preparing BOH		
3	Wednesday	03/07/2025	Day Off			

4	Thursday	04/07/2025	Day Off			
5	Friday	05/07/2025	BOH	Set Up Table for the First Round And Preparing BOH		
6	Saturday	06/07/2025	Café 103	Set Up Table for the First Round And Preparing BOH		
7	Sunday	07/07/2025	Café 103	Set Up Table for the First Round And Preparing BOH		

DAILY ACTIVITIES

Name : Han Miya Sari

Student Number : 2021020034

Department : Café 103

No.	Day	Date	Section	Activities	Sign (By Hotel)	Note
1	Monday	08/07/2025	Café 103	Set Up Table for the First Round And Preparing BOH		
2	Tuesday	09/07/2025	Day Off			
3	Wednesday	10/07/2025	Day Off			
4	Thursday	11/07/2025	Café 103	Set Up Table for the First Round And Preparing BOH		

5	Friday	12/07/2025	Café 103	Set Up Table for the First Round And Preparing BOH		
6	Saturday	13/07/2025	Café 103	Set Up Table for the First Round And Preparing BOH		
7	Sunday	14/07/2025	Café 103	Set Up Table for the First Round And Preparing BOH		

DAILY ACTIVITIES

Name : Han Miya Sari

Student Number : 2021020034

Department : Café 103

No.	Day	Date	Section	Activities	Sign (By Hotel)	Note
1	Monday	15/07/2025	Day Off			
2	Tuesday	16/07/2025	Café 103	Set Up Table for the First Round And Preparing BOH		
3	Wednesday	17/07/2025	Café 103	Set Up Table for the First Round And Preparing BOH		
4	Thursday	18/07/2025	Day Off			

5	Friday	19/07/2025	Café 103	Set Up Table for the First Round And Preparing BOH		
6	Saturday	20/07/2025	Café 103	Set Up Table for the First Round And Preparing BOH		
7	Sunday	21/07/2025	Café 103	Set Up Table for the First Round And Preparing BOH		

DAILY ACTIVITIES

Name : Café 103
 Student Number : 2021020034
 Department : Café 103

No.	Day	Date	Section	Activities	Sign (By Hotel)	Note
1	Monday	22/07/2025	Café 103	Set Up Table for the First Round And Preparing BOH		
2	Tuesday	23/07/2025	Café 103	Set Up Table for the First Round And Preparing BOH		
3	Wednesday	24/07/2025	Day Off			
4	Thursday	25/07/2025	Day Off			

5	Friday	26/07/2025	Café 103	Set Up Table for the First Round And Preparing BOH		
6	Saturday	27/07/2025	Café 103	Set Up Table for the First Round And Preparing BOH		
7	Sunday	28/07/2025	Café 103	Set Up Table for the First Round And Preparing BOH		

DAILY ACTIVITIES

Name : Han Miya Sari 103

Student Number : 2021020034

Department : Café 103

No.	Day	Date	Section	Activities	Sign (By Hotel)	Note
1	Monday	29/07/2025	PH5			
2	Tuesday	30/07/2025	PH6			
3	Wednesday	31/07/2025	SH7			
4	Thursday	01/08/2025	Café 103	Set Up Table for the First Round And Preparing BOH		
5	Friday	02/08/2025	Café 103	Set Up Table for the First Round And Preparing BOH		

6	Saturday	03/08/2025	Café 103	Set Up Table for the First Round And Preparing BOH		
7	Sunday	04/08/2025	Café 103	Set Up Table for the First Round And Preparing BOH		

DAILY ACTIVITIES

Name : Han Miya Sari

Student Number : 2021020034

Department : Café 103

No.	Day	Date	Section	Activities	Sign (By Hotel)	Note
1	Monday	05/08/2025	Café 103	Set Up Table for the First Round And Preparing BOH		
2	Tuesday	06/08/2025	Café 103	Set Up Table for the First Round And Preparing BOH		
3	Wednesday	07/08/2025	ANL			
4	Thursday	08/08/2025	ANL			
5	Friday	09/08/2025	ANL			

6	Saturday	10/08/2025	ANL			
7	Sunday	11/08/2025	ANL			