

**LOG BOOK MINGGUAN KEGIATAN MAGANG MAHASISWA
MANAJEMEN DIVISI KAMAR**



Disusun Oleh :

**Lee Elly
2023010007**

Batam Marriott Hotel Harbourbay

**MANAJEMEN DEVISI KAMAR
POLITEKNIK PARIWISATA BATAM
2025**

**LOG BOOK MINGGUAN KEGIATAN MAGANG MAHASISWA
DI BATAM MARRIOTT HOTEL HARBOURBAY**

LEMBAR PENGESAHAN

Disusun oleh : **Lee Elly**

2023010007

Telah disetujui oleh

Dosen Pembimbing Magang	Supervisor Dept. Front Office
	
NIDN :	Risya Oktariana Putri NIK :-

Mengetahui,

Kepala Program Studi Manajemen Devisi Kamar

Andri Wibowo, SE., M.Par
NIDN : 1021097902

LOG BOOK MINGGUAN KEGIATAN MAGANG MAHASISWA DI BATAM MARRIOTT HOTEL HARBOURBAY

Nama : Lee Elly
NIM : 2023010007

Tanggal	Kegiatan	Bukti	Tanda Tangan
22 – 26 July 2024	Front Desk 1. Mempelajari mengenai hotel dan sekitarnya 2. Mempelajari mengenai Batam Marriott Hotel 3. Mempelajari step Mirror drawing		
27 – 30 July 2024	Front Desk 1. Mempelajari dan mengenal OPERA 2. Mempelajari cara menyiapkan welcome drink 3. Mempelajari mengenai cara meregistrasi guest		
02 – 06 Agustus 2024	M - Club Lounge 1. Mempelajari mengenai memberships Marriott 2. Mempelajari mengenai enrollment 3. Mempelajari cara membuat food test 4. Membuat food tags		

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Tanggal	Kegiatan	Bukti	Tanda Tangan
09 – 13 Agustus 2024	M - Club Lounge 1. Mempelajari cara menangani dan melayani tamu 2. Mempelajari mengenai F&B 3. Mempelajari cara menarik dan me-release deposit di mesin EDC 4. Membuat food tags		
16 – 20 Agustus 2024	M - Club Lounge 1. Mempelajari cara meng-update profile di OPERA 2. Mempelajari cara mengangkat panggilan masuk antar departement 3. Mempelajari cara membuat cocktail 4. Merayakan 17 Agustus 2024		
23 – 27 Agustus 2024	M - Club Lounge 1. Mempelajari cara membuat kunci kamar 2. Mempelajari cara membuat guest list 3. Mempelajari cara save downtime dari OPERA 4. Membuat food tags		

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Tanggal	Kegiatan	Bukti	Tanda Tangan
30 - 31 Agustus 2024 01 - 03 September 2024	M - Club Lounge 1. Mempelajari cara drop dan pick up dari departement lain 2. Prepare and closing breakfast dan evening cocktail 3. Membuat food test 4. Mempelajari lebih lanjut cara check - in dan check - out guest melalui OPERA		
06 - 10 September 2024	M - Club Lounge 1. Prepared and closing evening cocktail and breakfast 2. Learnd more about cocktails 3. Learned about cashier receipt 4. Dropping napkins after breakfast 5. Making food tags		
13 - 17 September 2024	M - Club Lounge 1. Prepared and closing breakfast and evening cocktail 2. Learned about different types of payments available 3. Dropping and picking up napkin after breakfast 4. Learn how to calculate alcohol parstock before and after evening cocktail		

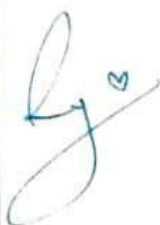
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Tanggal	Kegiatan	Bukti	Tanda Tangan
19 – 26 September 2024	M - Club Lounge 1. Prepare and closing breakfast and evening cocktail 2. Learned how to make fruit punch 3. Practicing Check – in guest 4. Making food test 5. Making food tags 6. Pick up alcohol		
01 October 2024 04 – 07 October 2024	M - Club Lounge 1. Prepare and closing Evening cocktail and breakfast 2. Dropping and picking up laundry 3. Making and sending food test 4. Refilling chiller 5. Making food tags		
10 – 14 October 2024	M - Club Lounge 1. Prepare and closing breakfast and evening cocktail 2. Roleplay Check – in 3. Making and sending food test 4. Serving guest 5. Drop and pick up napkin 6. Pickup galon		

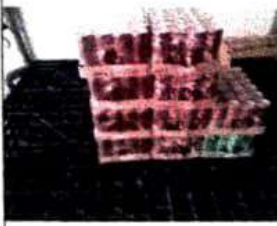
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Tanggal	Kegiatan	Bukti	Tanda Tangan
17 – 21 October 2024	M - Club Lounge 1. Prepare and closing breakfast and evening cocktail 2. Drop and pickup napkins 3. Pick up juice and coffee beans 4. Making food tags		
24 – 28 October 2024	M - Club Lounge 1. Prepare and closing evening cocktail and breakfast 2. Making and sending food test 3. Learning more about VIP members 4. Picking up centre piece 5. Learned about inventory 6. Learned how to make kalua baileys		
31 October 2024 01 – 04 November 2024	M - Club Lounge 1. Preparing and closing breakfast and evening cocktail 2. Making and sending food test 3. Learning how to order stocks 4. Learned about missing points 5. Making food tags		

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Tanggal	Kegiatan	Bukti	Tanda Tangan
07 – 11 November 2024	M - Club Lounge 1. Prepare and closing breakfast and evening cocktail 2. Making and sending food test 3. Dropping and picking napkin 4. Filling guest list 5. Pickup centre piece 6. Making food tags		
14 – 18 November 2024	M - Club Lounge 1. Preparing and closing evening cocktail 2. Picking up centre piece 3. Filling guest list 4. Making food test 5. Making food tags		
21 – 22 November 2024 24 – 27 November 2024	M - Club Lounge 1. Prepare and closing breakfast and evening cocktail 2. Making and sending food test 3. Dropping and pickup napkina 4. Help make guest list 5. Pickup centre piece 6. Refilling chiller		

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Tanggal	Kegiatan	Bukti	Tanda Tangan
30 November 2024 01 – 04 December 2024	M - Club Lounge 1. Prepare and closing evening cocktail 2. Making food test 3. Filling guest list 4. Learning new pastries 5. Making food tags		
07 – 11 December 2024	M - Club Lounge 1. Prepare and closing breakfast and evening cocktail 2. Filling guest list 3. Making food tag 4. Pick up galons 5. Dropping and pickup napkins		
14 – 15 December 2024	M - Club Lounge 1. Preparing and closing breakfast 2. Pickup and dropping napkins 3. Help make guest list		
16 - 18 December 2024	At Ayour Service (AYS) 1. Learned about MGS and GXP 2. Learned how to input cases 3. Learned how to save reports from opera		

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Tanggal	Kegiatan	Bukti	Tanda Tangan
21 – 24 December 2024	At Your Service (AYS) 1. Learned how to make amenities form 2. Learned how to make and print amenities welcome card 3. Learned how to make profile notes 4. Learned how to make traces and alerts		
28 December 2024	M - Club Lounge 1. Preparing evening cocktail 2. Filling Guest list 3. Making and sending food test		
29 - 31 December 2024	At Your Service (AYS) 1. Learned how to pick up in-house calls 2. Learned and tried courtesy check – out 3. Help prepare for new year party and gift exchange		
02 January 2025 05 – 09 January 2025	M - Club Lounge 1. Prepare and closing breakfast and evening cocktail 2. Making and sending food test 3. Dropping and pickup napkina 4. Help make guest list 5. Pickup centre piece 6. Refilling chiller		

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Tanggal	Kegiatan	Bukti	Tanda Tangan
12 – 16 January 2025	M - Club Lounge 1. Prepare and closing breakfast and evening cocktail 2. Making and sending food test 3. Dropping and pickup napkina 4. Help make guest list 5. Pickup centre piece 6. Refilling chiller		
19 – 21 January 2025	M - Club Lounge 1. Prepare and closing breakfast and evening cocktail 2. Making and sending food test 3. Dropping and pickup napkina 4. Help make guest list 5. Pickup centre piece 6. Refilling chiller 7. Clearence		