

Tourism Futures PET Work Placement Description Form

Name of Organisation:	JARVIS HOTELS LTD.		
Department:			
Contact Name:	WAYNE ASHENDEN		
Job Title:	FINANCE MANAGER + HR ADMINISTRATOR		
Contact Number:	01273 225506		
Contact E-mail:	FM.BRIGHTON@RAMADAJARVIS.CO.UK		
Work Placement Position:			
Placement Address:	RAMADA BRIGHTON 149 KINGS ROAD BRIGHTON BN1 2PP.		
Will the placement lead to permanent employment if the candidate is successful?	<input checked="" type="radio"/> YES HOTEL IS CURRENTLY FULLY STAFFED	NO	Possibly (Please give details)
Name of person managing the placement candidate:	BEN CABLE		
Job Title:	OPERATIONS MANAGER		
Position Start Date:	24. NOV. 2008	Position End Date:	28. NOV. 2008
Description of the role	GENERAL ASSISTANT.		
Key Tasks: 1 WEEKS WORK EXPERIENCE UP TO 39 HOURS WITH A VIEW TO WORK 1 DAY IN EACH AREA OF THE HOTEL. RECEPTION. SALES. RESTAURANT. BAR AND HOUSEKEEPING. THIS WOULD BE IDEAL FOR SOMEONE LOOKING TO DO TRAINING MANAGEMENT OR FOR SOMEONE WHO IS LOOKING TO GET INTO HOSPITALITY BUT UNSURE OF WHAT AREA.			

Skills Required: CANDIDATE TO BE MOTIVATED WITH THE ABILITY TO LEARN
EACH DAY A MEMBER OF THE HOTEL TEAM WILL PROVIDE A OVERVIEW
OF THE DEPARTMENT.
POSSIBLE OPPORTUNITY TO DO MORE THAN 1 DAY IN A DEPARTMENT IF CANDIDATE WISHES.

Working Hours: MAX 39 PER WEEK.

Training Available: A FULL TRAINING ITINERARY WILL BE DRAWN UP PRIOR TO THE CANDIDATE
STARTING AND DEPARTMENT SIGN OFF SHEET TO BE COMPLETED EACH DAY.

Legitimate restrictions to job role: BEVERAGE AGE REQUIREMENTS MIN 18 YEARS

I agree that the above statements are true and give permission for the Tourism Futures PET to use the above information for circulation to its candidates.

Signed.....

Name..... WAYNE ASHGDEN

Date..... 06. NOV. 2008.

PLEASE NOTE. This position will be open to all Tourism Futures PET training candidates and will therefore be filled by first appropriate candidate to respond. Once the candidate is in position, please contact Linda Shaw at Working Links immediately if there are any queries or concerns on 07984650971.

Thank you for taking part in this project and for giving someone an opportunity to work within your organisation

Once completed, please email to claire.mitchell@engagesolutions.org.uk

Please contact Claire Mitchell on 07812 177427 if you require any further information or have any queries. Thank you