

Working in Hotels, Catering & Food Preparation



- There are many different jobs available.
- Some can be entered with few qualifications, others require more.

Some career ideas

Chef or cook
Waiter/Waitress
Hotel Manager
Room Attendant
Restaurant Manager
Baker
Hotel Receptionist
Housekeeper
For more information use your careers library or www.connexions-direct.com/jobs4u

Looking for Jobs

- Read Connexions job vacancy posters displayed in school/college or log on to our website www.thesource.me.uk
- Look on the Jobcentre Plus website www.jobcentreplus.gov.uk or the specialist recruitment agency for catering www.cateringmoves.co.uk or www.caterer.com
- Ring or write to employers you would like to work for
- Ask friends, family & neighbours to help you in your job search
- Read job pages in the local papers especially each Wednesday
- Use the Internet – some employers post careers information and vacancies on their website.
- Be sure a job really interests you, if it does, apply immediately
- Register with Connexions when you leave education
- Check Yellow Pages or www.yell.com for addresses under the following headings:

Hotels, Public houses, Restaurants, Caterers, Bakers

REMEMBER - to keep on looking for your own employer

Training

All jobs involve some sort of training:

- “On the job” training that helps you to do the work on a day to day basis, or
- Training that also leads to a recognised qualification such as an NVQ (National Vocational Qualification)

An Apprenticeship is a job with training at NVQ level 2 or 3.

Apprenticeships include improving your “Key Skills” such as communication, numeracy & IT, which are relevant for all jobs and technical certificates related to the type of work.

* Some training providers offer a Programme led Pathway. This means that you would start by working towards the Key Skills and Technical Certificates at the training centre to prepare you for moving on to an apprenticeship.

NVQs are different to GCSEs, because they are very practical and relate to the job you are learning to do. They can be gained in different ways, such as one day per week at college, in blocks of training, once per month in a training centre, etc.

QUALIFICATIONS WILL HELP YOU GET BETTER JOBS IN THE FUTURE

Training Centres

NVQs in Food Preparation and Cookery

- Preparing food and cooking
- Freezing food
- Food presentation
- Hygiene and handling food and equipment

Food and Beverage Service

- Providing a table service
- Preparing and clearing tables
- Handling payments

Housekeeping

- Cleaning and preparing guest rooms
- Using a variety of cleaning equipment
- Maintaining housekeeping supplies

Hotel reception

- Taking bookings by telephone and in person
- Preparing accounts
- Greeting guests and handling enquiries
- General office duties

Quick Service

- Cleaning food preparation areas, equipment and utensils
- Maintaining and dealing with payments
- Preparing food

Don't forget ...

For further information about courses please refer to:-

- College prospectus
- Suffolk 14-19 Learning Opportunities - www.future4me.org.uk

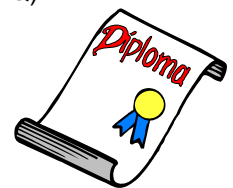
Time Off for Study or Training

If you are 16 or 17 years of age you have a right to paid time off work for study or training if:

- You are employed
- You did not obtain 5 GCSEs at grades A* - C or the equivalent (e.g. an Intermediate GNVQ)

The Government has given this right to young workers so that they can:

- Be given another chance to obtain recognised qualifications
- Be more valuable to employers



If you are not receiving training in your job then contact Connexions and ask to speak to someone about your "Right to Time Off for Study and Training"

Drop in at our Connexions centres - they're open to the public

43 St Andrews Street South
Bury St Edmunds
IP33 3PH

Tel. 01284 768493

37 - 43 Fore Street
Ipswich
IP4 1JL

Tel. 01473 341800

Opportunity House
London Road North
Lowestoft
NR32 1BH

Tel. 01502 508680

The Cangle Junction
Haverhill
CB9 9PF

Tel. 01440 765050
*(Open Mon, Tues, Wed
10-12am; 1 -3 pm)*

Freephone: 0800 085 4448

Web: www.thesource.me.uk

Email: enquiries@connexionssuffolk.org.uk

The Youth & Connexions Service is part of Suffolk County Council

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