

Unit 7 Assignment: Job Descriptions

You are the Director of Food and Beverage Service at the hotel in the downtown area of your city. Large group business is confirmed at the hotel through the end of the year and you need additional staff to meet the demands. You ask for two new positions to be added to your department. Before approval, the General Manager requests that you prepare a job description for the two positions you need: Room Service Supervisor and Sous Chef.

Checklist:

- Provide a job description for each position:
- Describe the major duties and tasks of each position– include any tasks or duties related to food and beverages and health and safety.

Submit your 10–12 slide PowerPoint presentation (including the title and references slide) to the Dropbox.

Directions for Submitting Your Assignment

Compose your assignment in a Microsoft PowerPoint® document and save it as Username-AB213 Assignment-Unit#.doc (Example: **TAllen- AB213 Assignment-Unit 7.doc**). Submit your file by selecting the Unit 7: Assignment Dropbox by the end of Unit 7.

Scroll down to view the rubric...

Unit 7 Assignment grading rubric = 35 points	Percent	Points Possible	Points Earned
Content, Focus, Use of Text/Outside Sources Answer provides correct and thorough checklist item response demonstrating critical thinking and analysis.	80%		
Provide the job description for each position:		14	
Describe the major duties and tasks of each position—include any tasks or duties related to food and beverages, and health and safety.		14	
Subtotal:	80%	28	
Writing, spelling and grammar/ APA format: 10–12 Slide PowerPoint presentation (including the title and reference slide)	20%	7	
Total	100%	35	
Gross Project Score			
Less: Late Penalty (Per Policy)			
Your Project Score			