









Which pathways are you the most interested in?

Put a 1, 2 and 3 next to your top three pathway choices (1 is your 1st choice).

- | | | | | | |
|--|---------------------------------|---|-------------------------|---|---------------------|
|  | Food and Beverage: Dining Area |  | Lodging: Housekeeping |  | Management |
|  | Food and Beverage: Kitchen Area |  | Maintenance and Grounds |  | Meetings and Events |
|  | Lodging: Front Office |  | Travel and Tourism |  | Marketing and Sales |

What “Hospitality, Food and Tourism” skills have you completed?

Please mark either yes or no for each skill.

- | | | | | | |
|------------|---|--|------------|--|--|
| 1. | Follow safe food handling and sanitation procedures | <input type="checkbox"/> YES <input type="checkbox"/> NO | 21. | Set up and break down furniture | <input type="checkbox"/> YES <input type="checkbox"/> NO |
| 2. | Ensure dining area readiness | <input type="checkbox"/> YES <input type="checkbox"/> NO | 22. | Maintain tables during service | <input type="checkbox"/> YES <input type="checkbox"/> NO |
| 3. | Serve customers | <input type="checkbox"/> YES <input type="checkbox"/> NO | 23. | Clear tables | <input type="checkbox"/> YES <input type="checkbox"/> NO |
| 4. | Assist with management tasks | <input type="checkbox"/> YES <input type="checkbox"/> NO | 24. | Assist to create customized event/ menu | <input type="checkbox"/> YES <input type="checkbox"/> NO |
| 5. | Coordinate food orders from customers | <input type="checkbox"/> YES <input type="checkbox"/> NO | 25. | Assist in invoicing a bill of service | <input type="checkbox"/> YES <input type="checkbox"/> NO |
| 6. | Process reservations | <input type="checkbox"/> YES <input type="checkbox"/> NO | 26. | Assist in selling products and services | <input type="checkbox"/> YES <input type="checkbox"/> NO |
| 7. | Process guest check-in and checkout | <input type="checkbox"/> YES <input type="checkbox"/> NO | 27. | using effective sales techniques | <input type="checkbox"/> YES <input type="checkbox"/> NO |
| 8. | Clean public spaces | <input type="checkbox"/> YES <input type="checkbox"/> NO | 28. | Reserve requested products or services | <input type="checkbox"/> YES <input type="checkbox"/> NO |
| 9. | Clean rooms | <input type="checkbox"/> YES <input type="checkbox"/> NO | 29. | Complete and run all required sales reports | <input type="checkbox"/> YES <input type="checkbox"/> NO |
| 10. | Clean laundry | <input type="checkbox"/> YES <input type="checkbox"/> NO | 30. | Assist in developing promotional materials | <input type="checkbox"/> YES <input type="checkbox"/> NO |
| 11. | Maintain official records and reports | <input type="checkbox"/> YES <input type="checkbox"/> NO | 31. | Assist in preparing and planning advertisements | <input type="checkbox"/> YES <input type="checkbox"/> NO |
| 12. | Respond to customer inquiries | <input type="checkbox"/> YES <input type="checkbox"/> NO | 32. | Assist in coordinating a work schedule | <input type="checkbox"/> YES <input type="checkbox"/> NO |
| 13. | Assist in planning travel, tours, activities | <input type="checkbox"/> YES <input type="checkbox"/> NO | 33. | Obtain customer feedback from guests/customers | <input type="checkbox"/> YES <input type="checkbox"/> NO |
| 14. | Collect fees and tickets | <input type="checkbox"/> YES <input type="checkbox"/> NO | 34. | Monitor inventory levels | <input type="checkbox"/> YES <input type="checkbox"/> NO |
| 15. | Conclude tours and activities | <input type="checkbox"/> YES <input type="checkbox"/> NO | 35. | Assist in creating a promotional message to target a specific market | <input type="checkbox"/> YES <input type="checkbox"/> NO |
| 16. | Prepare maintenance supplies | <input type="checkbox"/> YES <input type="checkbox"/> NO | | Present a promotional or improvement plan to management | <input type="checkbox"/> YES <input type="checkbox"/> NO |
| 17. | Operate tools and equipment safely | <input type="checkbox"/> YES <input type="checkbox"/> NO | | | |
| 18. | Maintain grounds — green spaces | <input type="checkbox"/> YES <input type="checkbox"/> NO | | | |
| 19. | Perform routine maintenance of rooms | <input type="checkbox"/> YES <input type="checkbox"/> NO | | | |
| 20. | Clean floors | <input type="checkbox"/> YES <input type="checkbox"/> NO | | | |