



**A TECHNICAL REPORT ON
STUDENT INDUSTRIAL WORK EXPERIENCE SCHEME
(SIWES)**

**HELD AT
SOMEWATT FRESH HOTEL
FATE ROAD, ILORIN, KWARA STATE**

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**SUBMITTED TO
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DEDICATION

All praise and honor belong to the almighty God the giver of wisdom and knowledge and also to my parent Mr. & Mrs. ISOLA.

ACKNOWLEDGEMENT

I ascribe all praises to the Almighty God the beginner and finisher of all things for making me go through this programme.

I will also give my gratitude to my H.O.D may God give you long life and prosper all your ways.

I will also appreciate my parent Mr. and Mrs. Isola for always been there for me, God almighty reward you and make you reap the fruit of your labor.

CHAPTER ONE

INTRODUCTION

The students industrial work experience scheme (SIWES) is a skills training programme designed to expose and prepare students of Universities, Polytechnics/Colleges of Technology/Colleges of Agriculture and Colleges of Education for the industrial work Situation they are likely to meet after graduation. The scheme also affords students the opportunity of familiarizing and exposing themselves to the needed experience in handling equipment and machinery that are usually not available in their institutions. it is a cooperative industrial internship program that involves institutions of higher learning, industries, the Federal Government of Nigeria, industrial Training Fund (ITP), and Nigerian Universities Commission (NUC).

The Objectives of the Scheme are to:

- I. Provide avenues for students to acquire industrial skills and experience during their course of study.
- II. Prepare students for industrial work situation they are likely to meet after graduation.
- III. Expose students to work methods and techniques in handling equipment and machineries that may not be available in the university
- IV. Provide students with the opportunities to apply their educational knowledge in real work situations, thereby bridging the gap between theory and practice.
- V. To make the transition from the schooling to world of work easier through enhancing students contact for later job placement.

OBJECTIVES OF SIWES

Specifically, the objectives of the students industrial work experience scheme are to:

- i. Prepare students for the work situation they are likely to meet after graduation
- ii. Provide an avenue for students in the Nigerian Universities to acquire industrial skills and experience in their course of study.
- iii. Make the transition from the university to the world of work easier, and thus enhance students contacts for later job placements;

- iv. Enlist and strengthen employers involvement in the entire educational process of preparing university graduates for employment in industry.
- v. Provide students with an opportunity to apply their theoretical knowledge in real work situation, thereby bridging the gap between university work and actual practices; and
- vi. Expose students to work methods and techniques in handling equipment and machinery that may not be available in the universities.

IMPORTANCE OF SIWES

- i. It provides students with an opportunity to apply their theoretical knowledge in real life situations.
- ii. It exposes students to more practical work methods and techniques
- iii. It strengthens links between the employers, universities and industrial training fund (ITF)
- iv. It also prepares the students for the labour market after graduation.

THE ROLE OF FEDERAL GOVERNMENT

- i. Make it mandatory to all ministries, companies and government parastatals, to offer attachment places to students;
- ii. Make it a policy to include a clause in every major contract lasting over six to nine months being awarded for contractors to take student on attachment.
- iii. Make adequate funds available to the federal ministry of industry to fund the Scheme

ROLE OF THE CO-ORDINATING AGENCY (NUC)

- i. In collaboration with ITF, compile lists of employers for institution's placement lists;
- ii. Establish SIWES coordinating units.
- iii. Evolve a minimum national guide programme for Supervised industrial training activities for approved SiWES courses;

ROLE OF THE INDUSTRIAL TRAINING FUND (ITF)

- i. Organize bi-ennial conference and seminars on SiWES
- ii. Provide logistic material needed to administer the scheme
- iii. Compile lists of employers and available training places for industrial attachment and forward such lists to the coordinating agencies (i.e NUC, NBTE, NCCE)

ROLE OF POLYTECHNIC

- i. Prepare and submit master and placement lists to the respective coordinating agency and IT.
- ii. Place students on attachment with employers.
- iii. Establish SIWES coordinating units and appoint department/faculty.

SIWES coordinators within the institutions;

- iv. Organize orientation programmes for students to prepare them for industrial training ITF representative may be invited to give a talk to the students during the orientation programme.
- v. Appoint full-time industrial coordinators to operate the scheme at industrial level

ROLE OF STUDENTS

- i. Comply with the employer's rules and regulations.
- ii. Arrange their own living accommodation during the period of attachment.
- iii. Be regular and punctual at respective place of attachment.
- iv. Arrange their Own living accommodation during the period of attachment

CHAPTER TWO

BRIEF HISTORY OF THE ESTABLISHMENT

SOMEWATT FRESH HOTEL at Fate Road Ilorin kwara state. Our company is mainly into Hotel. Somewatt Fresh Hotels places you next to Viva Entertainment Cinema. This 3-star hotel has 75 guestrooms and offers conveniences like 2 restaurants, an outdoor pool, and free self parking.

Dining

Start your day off right with a free continental breakfast, served each morning from 7:00 AM to 10:00 AM. This hotel is home to 2 onsite restaurants, perfect for a quick bite to eat.

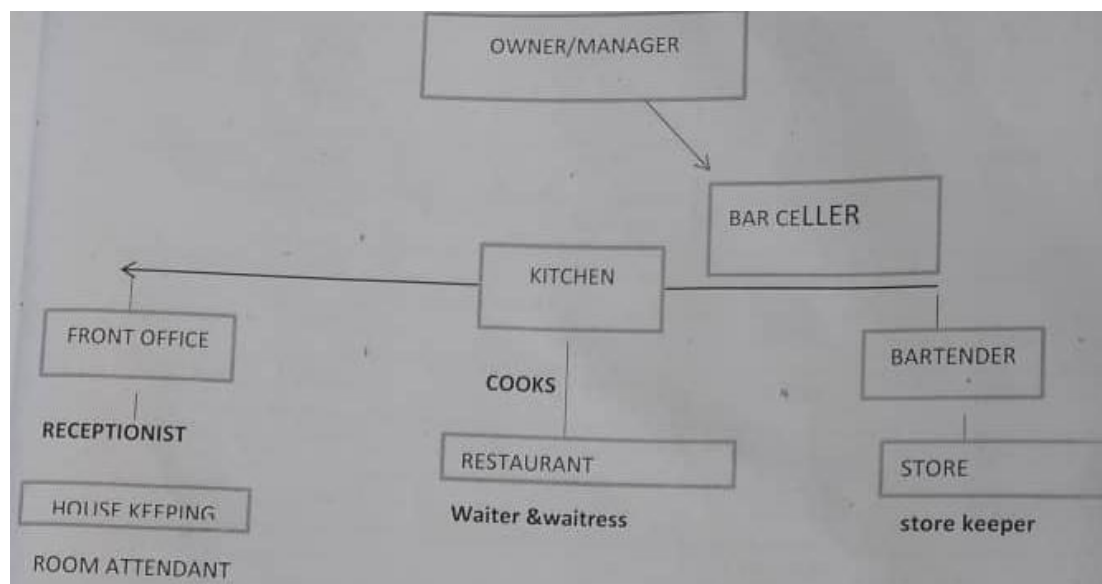
Property features

Guests of Somewatt Fresh Hotels enjoy features like an outdoor pool, free WiFi in public areas, and laundry facilities. If you drive, put free parking to good use. The front desk is staffed 24/7 to help with dry cleaning or laundry, and answer any questions about the accommodations.

OBJECTIVE OF THE ESTABLISHMENT:

1. For event planning and social function organizing centres
2. Its kitchen provides food and other edible substances for human consumption

THE ORGANIZATION CHART OF PROFESSOR'S SUITES



1.3 Major activities of the organization

- Logging for accommodation for guests
- A restaurant and bar where one can get delicious foods alcoholic and non-alcoholic

TARRIF LIST

ROOM	ROOM NO	PHONE NO	ROOM RATE	DEPOSIT
Standard	101	119	3900	5000
Special	104	118	4500	5500
Standard	105	121		
	102	122		
	106	124		
	108	123		
Sunrise	103	120	570	6700
Comfort	202	105	6000	7000
	203	106		
Diamond	204	107	6000	10000
	205	108		
Honorable	201	104	8000	9500
Superior	107	123	6800	7800
Business	305	115	7800	8000
Suite	306	117		
President	Chalet		25000	3000
Garden A			90000	
Garden B			45000	

VIP Hall			20000	
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DEPARTMENT IN PROFESSOR'S SUITES HOTEL ARE

- ❖ Front office department
- ❖ Laundry department
- ❖ Kitchen department
- ❖ Bar and restaurant department
- ❖ Housekeeping department

FRONT OFFICE

Front office refers to the front desk or reception area or the core operations department of the hotel. This would include the reception and front desk, as well as reservations, sales and marketing, housekeeping and concierge. This is the place where Guest go when they arrive at the hotel. Employees working in the front office will confirm Guest reservations and also attend to guest complaints and queries.

DUTIES OF FRONT OFFICE PERSONNEL

1. To use the up-selling techniques in order to maximize the Rooms Revenue.
2. Being Knowledgeable of all the Credit cards and cashing Policies, and how to Handle Cash properly and efficiently.
3. Develop Detailed Knowledge of the Rooms Locations, Facilities and Types.
4. Develop Detailed Knowledge of the Hotel's Key Personnel, service, outlets, and hours of operation for each.
5. Handle the Safe Deposit Boxes according to the Hotel procedures.
6. Prepare and report guests with High Balance to the attention of the Front Office Manager.
7. Be thoroughly aware of the Hotel Reservation System, and cancellation policy.
8. Communicate with all other departments through the proper channels, and through the Communication forms.
9. Promptly notify the Housekeeping of all check outs, early check in, special requests in the rooms.
10. Keep front desk tidy and presentable with all necessary material (pens, forms, paper etc)
11. Greet and welcome guests
12. Answer questions and address complaint
13. Answer all incoming calls and redirect them or keep messages

14. Receive letters, packages etc. and distribute them
15. Prepare outgoing mail by drafting correspondence, securing parcels etc
16. Check, sort and forward emails
17. Keep updated records and files
18. Monitor office expenses and costs
19. Take up other duties as assigned (travel arrangements, schedules etc)

LAUNDRY DEPARTMENT

Laundry is the washing of clothing and linens. Laundry processes are often done in a room reserved for that purpose; in an individual home this is referred to as a laundry room or utility room. An apartment building or student hall of residence may have a shared laundry facility such as a tvättstuga. A stand-alone business is referred to as a laundrette (laundronmat).

The material that is being washed, or has been laundered, is also generally referred to as *laundry*.

LINEN ATTENDANT DUTIES AND RESPONSIBILITIES:

1. Places linen and uniforms in containers for transport to laundry.
2. Sort's items and counts and records number of items soiled.
3. Examines laundered items to ensure cleanliness and serviceability.
4. Sends torn articles to the seamstress for repair.
5. Stores laundered linen and uniforms on shelves after verifying numbers and types of articles.
6. Issues linen and uniforms, which are both to be exchanges on a clean-for soiled basis only.
7. Counts and records linen to fill requisition.
8. Check periodically the condition of hotel linen and uniform.
9. Should know basic tailoring works.
10. Periodic inventories of linen and uniform.

RESTURANT

A restaurant or an eatery, IS a business which prepares and serves food and drinks to customers in exchange for money. Meals are generally served and eaten on the premises, but many restaurants also offer take-out and food delivery services, and some only offer take-out and delivery. Restaurants vary greatly in appearance and offerings, including a wide variety of cuisines and service models ranging from

inexpensive fast food restaurants and cafeterias to mid-priced family restaurants, to high-priced luxury establishments.

DUTIES OF A WAITER OR WAITRESS

- Assist host or hostess by answering phones to take reservations or to-go orders, and by greeting, seating, and thanking guests.
- Schedule dining reservations
- Assist customers with seating arrangements.
- Perform cleaning duties, such as sweeping and mopping floors vacuuming carpet, tidying up server station, taking out trash, or checking and cleaning bathroom
- Clean food preparation areas, facilities, or equipment.
- Bring wine selections to tables with appropriate glasses, and pour the wines for customers
- Serve food or beverages.
- Perform food preparation duties such as preparing salads, appetizers, and cold dishes, portioning desserts, and brewing coffee.
- Prepare foods for cooking or serving
- Prepare hot or cold beverages.

KITCHEN DEPARTMENT

A kitchen is a room that is used for cooking and preparing food. Kitchens are usually located in personal homes, restaurants and other public areas that regularly serve food. Modern kitchens in the western world typically contain a few key items, such as a sink, an oven, a refrigerator and storage space. Other common appliances are dishwashers, microwaves and toasters. Some kitchens are used for dining as well as cooking, and some homes have laundry appliances in the kitchen area as well. Industrial kitchens, such as those in hospitals and restaurants, have a higher number of appliances and must meet specific health standards.

DUTIES AND RESPONSIBILITIES OF KITCHEN STAFF

- They perform all the tasks in the kitchen other than cooking and serving.
- They are the ones responsible for the hygiene of the kitchen and they have to clean so the kitchen remains clean before the surprise inspections.
- They prep the kitchen before the chefs arrive to cook

- They have to remove the required ingredients from the pantry and have to clean and cut the vegetables in advance
- They have to assist the chefs if they require help
- They have to fill up the positions of the absent staff and complete their duties
- They have to report to the kitchen manager or the head chef
- They have to train any new members of the kitchen staff regarding the work culture of the kitchen
- They have to clean all the equipment that is used in the kitchen
- They should not divulge any information about the kitchen to any outsiders

INSTRUMENT USE IN HOUSE KEEPING DEPARTMENT

- Broom
- Parker
- Brush
- Vacuum cleaner
- Napkin for dust
- Mopping stick
- Bucket
- Tissue paper
- Harpic
- Hair freshener

Uses of the following equipment is as follows

- Washing of toilet every morning with brush, one bucket of water and harpic after washing we paste air fresher inside the toilet and tissue for use.
- Sweeping with broom using of parker to pack the dirty to the dustbin after the general sweeping we mop the floor or tiles with mopping stick and brush
- We also use napkin to dust all the furniture in the hotel

HOUSE KEEPING

Housekeeping departments are in charge of keeping buildings clean. They Sweep, mop, dust, vacuum and clean the bathrooms. Housekeeping staff also clean windows and public areas, and they often remove trash and deposit it in the building's dumpsters. Many refill toilet paper rolls and hand soap in the bathrooms, and keep an eye out for issues such as burned-out light bulbs that need replacing, sometimes

changing the bulbs or telling maintenance about the issue hotel housekeeping employees change sheets and make beds in the guest rooms.

DUTIES OF A HOUSEKEEPER

- Clean rooms, hallways, lobbies, lounges, restrooms, corridors, elevators stairways, locker rooms and other work areas so that health standards are met.
- Clean rugs, carpets, upholstered furniture, and/or draperies, using vacuum cleaners and/or shampooers.
- Empty wastebaskets, empty and clean ashtrays, and transport other trash and waste to disposal areas.
- Sweep, scrub, wax, and/or polish floors, using brooms, mops, and/or powered scrubbing and waxing machines.
- Dust and polish furniture and equipment.
- Keep storage areas and carts well-stocked, clean, and tidy.
- Foolish silver accessories and metalwork such as fixtures and fittings.
- Remove debris from driveways, garages, and swimming pool areas.
- Replace light bulbs.
- Replenish supplies such as drinking glasses, linens, writing supplies, and bathroom items
- Sort clothing and other articles, load washing machines, and iron and fold dried items.

CHAPTER THREE

EXPERIENCE GAIN

My experience in the professor suites was first day I worked in housekeeping and Kitchen, kitchen department was a great experience because I was involve in dustint, cleaning and laying of bed and also producing of different African food

Laying of bed as follow

1. We first remove the linen pillow case and duvet (blanket)
2. We will now first clean linen, after then we lay the second with duvet and fold it
3. We put in pillow inside its case and we place it in a right so that the beauty of the bed will come out

Some menu are listed below

Coconut Rice

Ingredient	Quantity
Rice	250kg
Coconut (grind)	100g
Oil	¼ of a bottle
Onion	1 bulb

OMELLETE

Ingredient	Quantity
Egg	2 pieces
Groundnut oil	2tbsp
Dried red pepper	1tbsp
Diced onion & tomatoes	1tsp
Salt	To taste

Method

1. Put a nonstick pan on the cooker at a low heat
2. Add a groundnut oil
3. Mix the egg pepper, onion, tomatoes and salt together and heat properly
4. Pour the mixture in the pan tilt the pan, allow the egg to cook for some minute
5. Flip up the egg and allow the other side to cook
6. Fold the egg into a triangular shape, trim the edges and serve hot.

FRIED RICE

Ingredient	Quantity
Cucumber	½ pieces
Carrot	2 pieces
Sweet corn	3 tbsp
Diced onion	3 tbsp
Parboiled rice	2 cup
Green peas	3 tbsp
Seasoning	2 cube
Fried rice spices	1 ½ tbsp
Thyme and curry	½ tbsp

Method

1. Sauté the onion, carrot, sweet corn then add the fried spice, seasoning, thyme and curry and fry some minutes
2. Add parboiled rice and stir fry consciously the add your green peas
3. Fry for some minutes, garnish with cucumber and plantain

SALAD RECIPE

Ingredients	Quantity
Cabbage	1 bunch
Carrot	5 pieces
Green peas	4tsps
Boiled Egg	2 pieces
Sweet Corn	4tsps
Cucumber	1 pieces
Salad cream	3 tbsp
Tomatoes	2 piece

METHOD

1. Wash and drain all the vegetable properly
2. Shred the cabbage and carrot then mix together with sweet corn and green peas
3. Slice the cucumber, boiled egg and tomatoes

4. Serve the salad with cucumber, egg and tomatoes
5. Serve the salad with the cream

CHINESE FRIED RICE

Recipe

Ingredients	Quantity
Cabbage	½ bunch
Egg	2 pieces
Carrot	3 pieces
Onion	1 bulb
Par-boiled rice	2 cups
Butter	2 tbsp
Seasoning	2 cubes
Thyme and curry	½ tbsp
Fried rice spices	3 tsp

Method

1. Wash and dice the onion, carrot and cabbage then fry for some minutes in a melted butter
- 2 Add the seasoning, thyme, curry and fried spices
3. Add the par-boiled rice and stir
4. Whisk the egg and add to the rice, allow it to cook for some minutes, then stir together.
5. Add your sweet corn, green peas and fry for another minutes.
6. Garnish with cucumber, plantain and lettuce then serve hot.

CHAPTER FOUR

CHALLENGES ENCOUNTER

Difficulty in finding a place for industrial training is a big problem for students on SIWES program.

There are situations whereby you will write a company aptitude test but because you do not know anybody within the company or that no one can speak on your behalf then you will lose the placement.

Another challenge is transport fare issues. After eventually getting a company for the SIWES program, to finance my transport fare to my media station is a very difficult challenge and where I stayed to media organization is far and untrekked.

Many more other challenges I encountered but few are mentioned here.

CONCLUSION

It has been an honor and privilege for me to have partake in the execution of the SIWES programme in one way or the other to get involved in the field work, the programme has not only increased my knowledge, the theoretical but also practical aspect of my course of study.

I would like to state that SIWES programme is very relevant and necessary programme for all students and must be taken advantage of by every student for each student professional development

Finally it is vital that the aim of SIWES programme have been achieved as planned.

RECOMMENDATION

The objective of the scheme could be better achieved if the industrial unit can help student in getting placement by posting them to establishment, this will go a long way, it will reduce the difficulties usually encountered by student in securing placement