## CAREER PATHWAYS FOR ADULT EDUCATION

# **ABOUT CAREER PATHWAYS**

Career Pathways combine education, work readiness and job training to attain necessary skills and credentials for specific in-demand occupations or industries. Career Pathway maps illustrate how students can move along a career path in a specific occupational area from adult education through post-secondary or advanced job-training programs and into employment. To advance along a career pathway more quickly, explore opportunities to participate in education and training concurrently. It is suggested that this map be used in conjunction with information on specific education and training programs in Wyoming or in your local area.

Hospitality and Tourism

Human Services Career Cluster

**Sector Description:**

Occupations in this sector cover multiple areas of interest for those wanting to build a career in the fast-paced hotel,

restaurant, food and beverage, and tourism industries. Careers in this area focus on customer service and helping

people feel comfortable while they enjoy food and beverage services, travel, entertainment, and accommodations.

Opportunities are diverse from working in large event centers like stadiums or concert halls, working in small

restaurants, or with travel and tourism industries, such as resorts, camps, theme parks, hotels or other Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

destination centers. Training in this sector typically includes programs in culinary arts, hospitality management,

Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

event planning and tourism. May require ServeSafe Certifications.

 **Sample Entry or Certificate Options**

Food Preparation (Culinary Arts)

**Sample Advanced or Degree Options**

Chef /Sous Chef (Culinary Arts)

Certified Event Planner

 **Sequential -or- Concurrent**

Executive Chef (Culinary Arts)

Caterer (Culinary Arts)

#### Adult Education

-Core Skills: Reading, Writing, Math, Science

-English Language Skills

-Career Exploration & Planning

-High School Equivalency Preparation

-Employability Skills & Digital Literacy

-Integrated Education and Training

-Work Experience Trainings

Hotel / Resort Sales Assistant

Director of Event Planning

Food Service Manager

Revenue Management Specialist

Event Promotor

Travel Manager

Hotel/Restaurant Manager (Hospitality Management)



**Customized Pathway-Jobs/Course**

##### Additional Occupational Options

-Bartender -Concierge

-Reservation Specialist -Certified Travel Agent

-Baking & Pastry Chef -Microbrewer

-Food Safety & Sanitation Specialist

## CAREER PATHWAYS FOR ADULT EDUCATION- Hospitality and Tourism

**ADULT EDUCATION-High School Equivalency (HSE)**

**Median Wages: $10.49 Hourly / $21,818 Annual**

Many jobs require a high school diploma/equivalent. The official HSE tests (GED or HiSET)

require that students demonstrate proficiency in English, reading, writing, math, science

and social studies.

**SKILLS**

* read for comprehension
* understand math and its practical applications to the career
* using scientific rules & methods to solve problems
* effective oral and written communication skills
* strong critical thinking abilities: use of logic and reasoning to identify strengths and

weaknesses of alternative solutions, conclusions or approaches to problems.

* Digitally literate: proficient in Word, Excel and Powerpoint

FOOD PREPARATION- Culinary Arts

Median Wages: $14.32 Hourly / $29,790 Annual

**Description**: Perform a variety of food preparation duties other than cooking, such as preparing cold foods and shellfish, slicing meat, and brewing coffee or tea..

**Job Duties**

* Clean and sanitize work areas, equipment, utensils, dishes, or silverware
* Store food in designated containers & storage areas to prevent spoilage
* Portion & wrap the food, or place it directly on plates for service to patrons
* Take & record temperature of food & food storage areas, such as refrigerators & freezers
* Prepare a variety of foods, such as meats, vegetables, or desserts, according to customers’ orders or supervisor’s instructions, following approved procedures

**CERTIFIED EVENT PLANNER**

**Median Wages: $18 Hourly / $ $37,440 Annual**

**Description:**  Coordinate activities of staff, convention personnel, or clients to make arrangements for group meetings, events, or conventions.

**Job Duties**

* Consult with customers to determine objectives and requirements for events, such as meetings, conferences, and conventions
* Review event bills for accuracy and approve payment
* Coordinate services for events, such as accommodations and transportation for participants, facilities, catering, signage, displays, special needs requirements, printing, and event security
* Arrange the availability of audio-visual equipment, transportation, displays, and other needs

**HOTEL/ RESORT SALES ASSISTANT**

**Median Wages: $23.93 Hourly / $49,779 Annual**

**Description:** Assist sales manager by performing a variety of clerical and administrative duties, marketing and selling guestrooms, meeting places and other services offered by the hotel, address questions or concerns of customers.

**Job Duties**

* Assist with performing activities involving sales of hotel services
* Address issues and resolve complaints of customers regarding sales and service
* Develop sales reports that summarize current and projected future sales
* Perform administrative duties to support sales manager

**HOTEL MANAGER**

**Median Wages: $29.76 Hourly / $61,910 Annual**

**Description:** Plan, direct, or coordinate activities of an organization or department that provides lodging and other accommodations.

**Job Duties**

* Answer inquiries pertaining to hotel policies & services, and resolve occupants’ complaints
* Participate in financial activities, such as the setting of room rates, the establishment of budgets, and the allocation of funds to departments
* Confer & cooperate with other managers to ensure coordination of hotel activities
* Greet & register guests
* Monitor the revenue activity of the hotel or facility

**EXECUTIVE CHEF**

**Median Wages: $43.00 Hourly / $90,000 Annual**

**Description:** Responsible for the successful management of a restaurant’s kitchen, duties include designing menus, managing restaurant staff and organizing financial budgets

**Job Duties**

* Create an overall vision & plan for the restaurant
* Design innovative restaurant menus & pricing, ensure quality of food is consistent
* Keeping the kitchen fully equipped with all tools & inventory, employ, train & motivate staff

**OTHER OCCUPATION: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Median Wages:**

**Description:**

**Job Duties**