

Standard Operating Procedure No: 1

Process :	How to report to work/ shift
Objective :	To be a thorough professional as you enter the department
Responsibility :	All staff

S.No.	Procedure	Standard (Measurement, Number, Time, Quantity, Precautions, Phraseology etc.)
1.	Arrive at the staff gate 20 minutes prior to the beginning of the shift.	<ul style="list-style-type: none"> • Arrive at the hotel well in advance to the duty timing • Punch your arrival at the staff gate • Go to the Lockers & collect the soiled uniforms
2.	Get the uniform issued from Linen Room.	<ul style="list-style-type: none"> • Exchange the soiled uniform for fresh ones • Ensure that the uniform is in good repair before leaving the uniform exchange counter
3.	Change in Locker Room	<ul style="list-style-type: none"> • Come to locker room with the fresh uniform • Change into uniform • Ensure that the body odour is addressed using deodorants • Ensure all accessories which are part of uniform are worn • Ensure shoes are shining • Ensure grooming is up to the mark and as per standards • After changing , move to briefing area

Hotel Engineering Sop

**Michael J. O'Fallon, Denney G.
Rutherford**



Hotel Engineering Sop:

Hotel Management and Operations Michael J. O'Fallon, Denney G. Rutherford, 2010-01-12 This newly updated edition is a compilation of readings divided into nine sections each examining a specific hotel department or activity Each topic is examined through a variety of viewpoints on the duties responsibilities problems and opportunities encountered there Multidimensional case studies taking a practical approach challenge readers to identify the central issues involved in complex management problems understand the structure and resources of the department in question and find solutions that may help in managing other hotel resources and departments

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The Building News and Engineering Journal, 1873 The Sanitary Engineer and Construction Record, 1886 Proceedings ... Papers, Reports, Discussions, Etc., Printed in the Journal of Engineering Education American Society for Engineering Education, 1916 Air Force Civil Engineer, 1964

Domestic Engineering and the Journal of Mechanical Contracting ,1908 Professional Management of Housekeeping Operations Thomas J. A. Jones,2007-10-26 Now in its fifth edition Professional Management of Housekeeping Operations is the essential practical introduction to the field a complete course ranging from key principles of management to budgeting from staff scheduling to cleaning With expanded attention to leadership and training budgeting and cost control and the increasingly vital responsibility for environmentally safe cleaning the latest edition of this industry standard also includes new case studies that help readers grasp concepts in a real world setting Instructor s Manual Test Bank in both Word and Respondus formats Photographs from the text and PowerPoint Slides are available for download at www.wiley.com/college

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