



## Hotel Operations Manual

The publication of **Standards of Performance (SOP) Manuals**, **On-The-job Training Manuals** in all hotel departments is a prerequisite and significant component of implementing a Training Plan in hotel operations. The manual provides employees with a clear picture of what will be expected of them and, in turn, what they can expect for their dedication to quality.

HCC Hospitality Standards of Performance (SOP) Manuals begin with a set of customer-focused service standards for "Guest Expectations" which apply to all service staff. The service standards must be communicated to all employees to make sure that employees know precisely what is expected of them and gain commitment to meeting these standards.

The content of the "**Standards of Performance (SOP) Manuals**" is a list of key tasks that line employees and supervisors must perform to ensure the delivery of quality service to guests. Most of the key tasks represent opportunities for employees to meet and exceed a guest's expectations.

The core part of the manuals is the "**SERVICE TASK Breakdown**" of different key job tasks inclusive of **PROCEDURES**, and **STANDARDS** of judging correct performance of job duties. A breakthrough of the manuals is that the Task Breakdown of different key tasks is not merely a reference guide for the Training Plan, but can also be the training materials for all employees to perform their daily duties.

The measurement of conformance to standards is particularly important. We must determine how well standards are being met, identify areas needing attention and provide helpful feedback to employees. This includes **recognizing top performers, redirecting incorrect performance and personal coaching for improvement.**

**The system implementation and upkeep of the Training Plan is the responsibility of the Hotel General Manager.**

### MANAGEMENT

General Manager  
Duty Management  
Crisis Management

### FOOD PREPARATION

Kitchen Food Preparation  
Executive Sous Chef  
Garde Manger  
Pastry Cook  
Line Cook  
Stewarding

### FOOD & BEVERAGE

Food & Beverage Service  
Bars & Beverage Service  
Cocktail Barman  
Conference & Banqueting  
In-Room Dining  
Waitron  
Mini Bars  
F&B Telephone Answering  
Procedures

### ROOMS DIVISION

Front Desk Arrivals &  
Departures  
Porters, Concierge & Chauffeur  
Drive  
Reservations  
Guest Relations  
Front of House Telephone  
Courtesy  
Room Attendant  
Public Areas

### TELEPHONE COURTESY

### SECURITY

Security Guidelines  
Security Operating Procedures

### EMERGENCY

Emergency Guidelines  
Emergency Evacuation  
Procedures

### MAINTENANCE

General Maintenance  
Preventative Maintenance Program

### FINANCIAL

Financial Procedures

### BUSINESS CENTRE

General

### HUMAN RESOURCES

Employee Induction Policy  
Employee Induction Manual  
Employee Handbook  
HR Policies & Procedures Manual  
HR Documents/Control  
Employee Job Descriptions

### MONTHLY OPERATIONS REPORT

Operations Report Template

### QUALITY ASSURANCE PROGRAM

Quality Assurance Template

# Resort Hotel Operations Manual

**Thomas J. A. Jones**



## **Resort Hotel Operations Manual:**

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*Resorts* Robert Christie Mill,2011-09-21 The 3rd Edition of Resorts Management and Operation is a summary of almost 30 years of thought analysis and research into the field of resort management written from a business viewpoint yet takes into account the unique structure of resorts The text is divided into three sections Each section has a philosophical basis for the inclusion of the subsequent principles and practices The first section covers major types of resorts those that are mountain based beach based and golf tennis based Two chapters are devoted to each of the various resort types The first chapters of each resort type focuses on development issues with the impact on operations noted throughout The second chapter in each resort type deals with guest profiles and management issues The second section highlights what makes managing a resort different from managing a regular hotel The final section features a newly expanded chapter on spas pools

and indoor water parks along with individual chapters on specialty resorts cruise ships and casinos reflecting the importance of these types of properties      **Moody's Manual of Investments** John Sherman Porter,1928 American government securities 1928 53 in 5 annual vols v 1 Railroad securities 1952 53 Transportation v 2 Industrial securities v 3 Public utility securities v 4 Government securities 1928 54 v 5 Banks insurance companies investment trusts real estate finance and credit companies 1928 54      **The Ultimate Guide to 21st Century Careers** Richa Dwivedi,2017-09-15 Looking for the career of your choice and don t want to take the beaten path Then pick up this book and get ready for your dream career The Ultimate Guide to 21st Century Careers is designed to provide you with all the information you need about new careers in a range of fields Specially designed for the modern Indian student it is the first book in years to give detailed overviews of job profiles under each field it covers as well as offer a roadmap to students on how to get these jobs In its pages you will find Detailed information about the roles you can pursue in every field Exercises that will help you assess your skill sets and interests and correlate them to specific career paths A comprehensive list of colleges both in India and abroad that offer courses in each field Estimates of the salaries you could expect to earn in every profession and role Testimonies from experts in different areas providing a peek into their daily work lives Whether you are interested in problem solving or ideating creating something new or working with people this book is your one stop compendium to finding your niche and excelling in it

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