



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

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Sezerel, Hakan, Christiansen, Bryan



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The Routledge Handbook of Hotel Chain Management Maya Ivanova, Stanislav Ivanov, Vincent P.

Magnini, 2016-05-05 Understanding the global hotel business is not possible without paying specific attention to hotel chain management and dynamics. Chains are big business: approximately 80 percent of hotels currently being constructed around the world are chain affiliated, and in 2014 the five largest brands held over a one million rooms. The high economic importance of the hotel chains and their global presence justifies the academic research in the field; however, despite this, there is no uniform coverage in the current body of literature. This Handbook aids in filling the gap by exploring and critically evaluating the debates, issues, and controversies of all aspects of hotel chains: from their nature, fundamentals of existence, and operation, expansion, strategic and operational aspects of their activities, and geographical presence. It brings together leading specialists from a range of disciplinary backgrounds and regions to provide a state of the art theoretical reflection and empirical research on current issues and future debates. Each of the five inter-related sections explores and evaluates issues that are of extreme importance to hotel chain management, focusing on theoretical issues, the expansion of hotel chains, strategic and operational issues, the view point of the individual affiliated hotel, and finally the current and future debates in the theory and practice of hotel chain management arising from globalisation, demographic trends, sustainability, and new technology development. It provides an invaluable resource for all those with an interest in hotel management, hospitality, tourism, and business, encouraging dialogue across disciplinary boundaries and areas of study. This is essential reading for students, researchers, and academics of Hospitality, as well as those of Tourism, Marketing, Business, and Events Management.

Standard Practice Manuals for Hotel Operation ... Ralph Hitz, 1936 The Cornell School of Hotel Administration

Handbook of Applied Hospitality Strategy Cathy A. Enz, 2010-07-14 This state of the art handbook approaches the topics of hospitality strategy with an emphasis on immediate application of ideas to current practice. Top hospitality scholars make original contributions with the inclusion of senior level executives' input, insights, and current best practices. By incorporating the latest research and thinking on various strategic topics with the commentary and insights of successful executives, this handbook blends cutting edge ideas and comprehensive reviews of the subject with innovative illustrations and examples from practice. The strength of the handbook is its combination of academic rigour and hospitality application. The handbook will have a clear reference orientation and focus on key topical issues and problems of interest to practitioners and advanced students of hospitality strategy. Handbook of Research on Sustainable Tourism and Hotel Operations in Global

Hypercompetition Sezerel, Hakan, Christiansen, Bryan, 2022-10-07 To compete effectively today and remain sustainable over the long term, business organizations must create flexible means of generating competitive advantage given the hypercompetitive nature of the global marketplace in all industries, including tourism. The COVID 19 pandemic has exacerbated the situation, thus requiring the tourism industry to reassess itself and realign operations with global and local

realities The Handbook of Research on Sustainable Tourism and Hotel Operations in Global Hypercompetition examines various aspects of the hospitality recreation and tourism industries It contributes empirical research theoretical development and current best practices to the field Covering topics such as sustainable medical tourism technology acceptance model and cultural tourism this major reference work is an essential resource for community leaders business executives and managers government officials librarians students and faculty of higher education researchers and academicians **CTH - Front Office Operations** BPP Learning Media,2009-07-01 BPP Learning Media is proud to be the official publisher for CTH Our CTH Study Guides provide the perfect tailor made learning resource for the CTH examinations and are also a useful source of reference and information for those planning a career in the hospitality and tourism industries *Hotel Housekeeping and Front Office Operations* Mr. Rohit Manglik,2024-04-07 EduGorilla Publication is a trusted name in the education sector committed to empowering learners with high quality study materials and resources Specializing in competitive exams and academic support EduGorilla provides comprehensive and well structured content tailored to meet the needs of students across various streams and levels **Front Office** P. Abbott,S. Lewry,2010-02-17 Designed for all students of hospitality and tourism management the second edition of this best selling text gives a modern approach to front office operations and management using realistic scenarios set in the hotel environment Key features of this essential text user friendly style of writing and accessible page layout enables students to use it as a reference book as well as a textbook updated in the light of recent developments such as global distribution systems and the internet greater focus on increasing yield and expansion of vital management aspects such as staffing and equipment additional extended practical exercise material Front Office reflects the importance of different features of the receptionist s work and is divided into four main sections Procedural aspects Dealing with people Increasing yield Management aspects Front Office is ideal for GNVQ BTEC students those taking the professional exams of the HCIMA and for undergraduates and postgraduates studying hospitality and tourism management and all relevant executive courses *Restaurant Management Confidential* Gajanan Shirke,2022-06-28 Restaurant Management Confidential is focused on both understanding and performing its goal is to provide students and working professional with a solid theoretical and practical foundation in restaurant practices to strengthen their skills and ready reference for creating front of house ambience and back of house efficiencies **Hospitality Law** Stephen C. Barth,David K. Hayes,2006 Hospitality Law Second Edition offers a practical interactive approach to teaching students basic legal concepts and how they apply to the all facets of the hospitality industry It helps develop the critical understanding of the legal ramifications of management activities from hiring and firing employees to management of the facility and guests that is critical to the success of any operation **Franchise Opportunities Handbook** ,1994 This is a directory of companies that grant franchises with detailed information for each listed franchise

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