

#### Manager on Duty (General Information)

A manager on duty (MOD) is intended primarily to ensure the guests and the employees of your hotel that responsible management is present and available in the hotel.

When situations arise involving the service to or the comfort of our guests, management is not always available in all areas to assess the problem and find a solution. Therefore, it is vital that a responsible member of the management team be designated as the MOD in order to respond quickly to guest problems and needs, and also to coordinate the total operation of the property.

The MOD represents the general manager, and therefore has the authority to react to guest and employee problems while on duty. The MOD must be tactful and diplomatic in the handling of guests and employees, and uphold Your Hotel Brand International's policies and procedures.

While the MOD is on duty, he/she has the responsibility and authority for the entire hotel operation. Problems arising within each department should be first handled by the department head (if available). If assistance is needed, and departmental supervisory personnel are not available, refer the matter to the MOD.

#### Scheduling

The MOD schedule will be posted above the time clock and in each department. The schedule will cover all shifts and the MOD will be expected to remain on the property for the entire shift. If the MOD must leave the property, it will be the responsibility of the MOD to find a competent replacement.

#### **MOD Logbook**

A daily log will be kept by the MOD noting any guest complaints, compliments, accidents or incidents; and it should be reviewed by the MOD on a daily basis. The logbook should contain notations regarding any situation that adversely affects any of the guest service areas of the hotel operation. Also, note observations made on walking tours of the property, i.e., cleanliness, damage, safety hazards, condition of equipment, etc. The logbook should be reviewed and initialed daily by the general manager.

#### Dress Code

The MOD is expected to dress in appropriate business attire.

# **Hotel Manager On Duty Manual**

**Padhraic Smyth** 

**Hotel Manager On Duty Manual:** 

Unveiling the Energy of Verbal Beauty: An Mental Sojourn through Hotel Manager On Duty Manual

In some sort of inundated with displays and the cacophony of quick connection, the profound energy and emotional resonance of verbal art frequently disappear in to obscurity, eclipsed by the constant assault of sound and distractions. However, nestled within the musical pages of **Hotel Manager On Duty Manual**, a fascinating perform of fictional elegance that impulses with fresh thoughts, lies an unforgettable journey waiting to be embarked upon. Penned by way of a virtuoso wordsmith, that enchanting opus courses viewers on a psychological odyssey, softly revealing the latent possible and profound affect stuck within the elaborate internet of language. Within the heart-wrenching expanse with this evocative analysis, we can embark upon an introspective exploration of the book is key subjects, dissect their interesting publishing model, and immerse ourselves in the indelible impact it leaves upon the depths of readers souls.

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