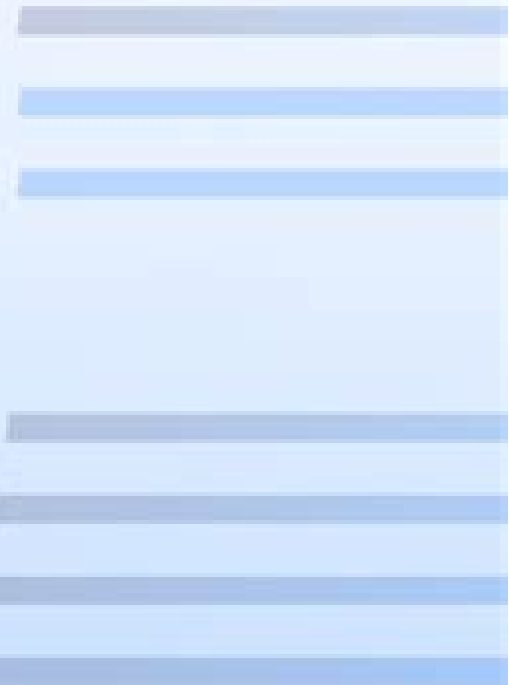


# Hotel standard operating procedure (SOP)

Four simple steps to create a hotel SOP

- ✓ Perform an inventory check of all available hotel SOPs
- ✓ Prioritize which procedures to create and update
- ✓ Clearly define the objective of each specific hotel SOP
- ✓ Make SOPs accessible and usable for all hotel staff



# Hotel Accounting Stard Operating Procedures Manual

**J Rink**



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