

Date: _____

Checklist Score: _____

Anticipate and exceed guest expectations with genuine sincerity.
Maintain a professional staff at the highest standards through continuous training and development.
Treat each guest and employee as a member of our family, with respect, honesty, appreciation, and concern.
Protect and further our financial wellbeing.
Perform all duties safely, legally, and ethically.
Continuously strive for product improvement.
Respect and care for the property and its contents.
Communicate positively about the resort, on and off property.

Anyone who receives a guest request owns it.
Accommodate all special needs in a positive and timely fashion, and follow up with the guest.
Anyone who receives a guest problem owns it.
Acknowledge every guest within 10 feet with eye contact, good posture, and a smile.
Provide a positive and friendly greeting within 5 feet. Always be the first person to speak.
Ensure that guests are escorted to their destination.
Always acknowledge guest needs first by opening doors and offering the right of way.
Always cease personal conversations when a guest approaches.

General Manager Hotel Opening Manual And Checklist

Daniela Niemeyer



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