Hotel General Manager Checklist



Location / Asset (s):	Date:	
Assigned To:	Checklist Score:	
Signed By:		

V	Core Values Checklist
	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.
	Communicate positively about the resort, on and off property.

1	Employee Service Expectations Checklist
	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
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General Manager Hotel Opening Manual And Checklist

Chris Rowley, Malcolm Warner

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