

<b>Standard Operating Procedure No: 1</b>
-------------------------------------------

<b>Process :</b>	<b>How to report to work/ shift</b>
<b>Objective :</b>	To be a thorough professional as you enter the department
<b>Responsibility :</b>	All staff

<b>S.No.</b>	<b>Procedure</b>	<b>Standard (Measurement, Number, Time, Quantity, Precautions, Phraseology etc.)</b>
1.	Arrive at the staff gate 20 minutes prior to the beginning of the shift.	<ul style="list-style-type: none"> <li>• Arrive at the hotel well in advance to the duty timing</li> <li>• Punch your arrival at the staff gate</li> <li>• Go to the Lockers &amp; collect the soiled uniforms</li> </ul>
2.	Get the uniform issued from Linen Room.	<ul style="list-style-type: none"> <li>• Exchange the soiled uniform for fresh ones</li> <li>• Ensure that the uniform is in good repair before leaving the uniform exchange counter</li> </ul>
3.	Change in Locker Rooms	<ul style="list-style-type: none"> <li>• Come to locker room with the fresh uniform</li> <li>• Change into uniform</li> <li>• Ensure that the body odour is addressed using deodorants</li> <li>• Ensure all accessories which are part of uniform are worn</li> <li>• Ensure shoes are shining</li> <li>• Ensure grooming is up to the mark and as per standards</li> <li>• After changing , move to briefing area</li> </ul>

# Hotel Engineering Sop

**Katrin Zwirglmaier**



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