

Hotel General Manager Checklist



Location / Asset(s): _____

Date: _____

Assigned To: _____

Checklist Score: _____

Signed By: _____



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.
- Respect and care for the environment and its resources.
- Communicate positively about the resort, on and off property.



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.

Guest to identify the guest name.

General Manager Hotel Opening Manual And Checklist

Jennifer Kaye



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Globalizing International Human Resource Management Chris Rowley, Malcolm Warner, 2013-09-13 This edited book in twelve chapters covers a wide range of regional and national cultures as well as perspectives exploring how these might shape both theory and practice in the field of international human resource management

Labor Relations Reference Manual, 1991 Vols 9 17 include decisions of the War Labor Board

Professional Management of Housekeeping Operations Thomas J. A. Jones, 2007-10-26 Now in its fifth edition Professional Management of Housekeeping Operations is the essential practical introduction to the field a complete course ranging from key principles of management to budgeting from staff scheduling to cleaning With expanded attention to leadership and training budgeting and cost control and the increasingly vital responsibility for environmentally safe cleaning the latest edition of this industry standard also includes new case studies that help readers grasp concepts in a real world setting Instructor s Manual Test Bank in both Word and Respondus formats Photographs from the text and PowerPoint Slides are available for download at www.wiley.com/college

Chain Store Age, 1950

Decisions and Orders of the National Labor Relations Board United States. National Labor Relations Board, 1972

The Practical Guide to Managing Human Resources in Hospitality, Hotels and Events Jennifer Kaye, 2025-12-24 Taking a practical approach this insightful book provides key guidance and insights from HR professionals working in hospitality hotels and events showing how aspects of HR are facilitated in the working world using case studies and practical examples to elucidate theory With contributions from a range of industry HR professionals this volume aims to enhance the comprehension of a range of practical HR related issues facing the hospitality hotels and events industries This includes guidance on the recruitment process fair recruitment practices contract types onboarding training appraisals reward and performance management amongst many other topics This book will contain real life experiences complementing the ideal process that HR follows when recruiting onboarding training monitoring performance and when rewarding staff The book also considers legal issues faced by an industry which continues to handle staffing challenges alongside post Brexit and Covid pandemic shortages International in scope this volume is a pivotal resource for college and university level students studying hospitality hotel or events management subjects as well as those with a general interest or career in HR or management such as those with an involvement in planning hospitality staffing or individuals responsible for planning corporate charitable or private events

List of Active Corresponding Members of the National Educational Association of the United States National Educational Association (U.S.), 1907

The Spur, 1927

The Insurance Field Young Ewing Allison, 1930

Billboard, 1968-06-15 In its 114th year Billboard remains the world s premier weekly music publication and a diverse digital events brand content and data licensing platform Billboard publishes the most trusted charts and offers unrivaled reporting about the latest music video gaming media digital and mobile entertainment issues and trends

Medical Record George Frederick Shrady, Thomas Lathrop Stedman, 1915

Railway Engineering and Maintenance of Way ,1912 *Tatler* ,1915 *Tax Court Memorandum Decisions*
Commerce Clearing House,1999 Contains the full texts of all Tax Court decisions entered from Oct 24 1942 to date with case
table and topical index Our Navy, the Standard Publication of the U.S. Navy ,1921 **List of Officers and Members**
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