

Hotel Operations Manual Template

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Swiss International Hotels & Resorts Operating Manual Page 6 1. INTRODUCTION Swiss International Hotels & Resorts is the upscale to upper upscale hotel collection of Swiss International Hospitality Commons (hereafter Swiss International). The present Operating Manual defines the unique signature elements, design standards, and service

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Process: Step 1: ask the group to brainstorm and name all the systems that the guesthouse would possibly need. Step 2:List the systems according to functions such as Front Office, Reservations, Sales and Distribution, Accounting and Finance, Housekeeping, Food Production and Food and Beverage Services.

~~Good Practices Guide for Guesthouses and Small Hotels~~

KITCHEN POLICIES & OPERATING PROCEDURES Standard Operating Procedures for the Major Departments - the Kitchen and the Dining Room - are written statements specifying exactly HOW you will provide consistently good food and service for your guests... at a profit. The content of these "SOP" statements is determined by your menu, facility, layout,

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