

# 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 our guests and the environment.
- 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.

Goal to identify the guest's name.

# General Manager Hotel Opening Manual And Checklist

**Thomas J. A. Jones**



## **General Manager Hotel Opening Manual And Checklist:**

**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](http://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

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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 American  
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### **Table of Contents General Manager Hotel Opening Manual And Checklist**

1. Understanding the eBook General Manager Hotel Opening Manual And Checklist
  - The Rise of Digital Reading General Manager Hotel Opening Manual And Checklist
  - Advantages of eBooks Over Traditional Books
2. Identifying General Manager Hotel Opening Manual And Checklist
  - Exploring Different Genres
  - Considering Fiction vs. Non-Fiction
  - Determining Your Reading Goals
3. Choosing the Right eBook Platform
  - Popular eBook Platforms
  - Features to Look for in an General Manager Hotel Opening Manual And Checklist
  - User-Friendly Interface
4. Exploring eBook Recommendations from General Manager Hotel Opening Manual And Checklist

- Personalized Recommendations
  - General Manager Hotel Opening Manual And Checklist User Reviews and Ratings
  - General Manager Hotel Opening Manual And Checklist and Bestseller Lists
5. Accessing General Manager Hotel Opening Manual And Checklist Free and Paid eBooks
    - General Manager Hotel Opening Manual And Checklist Public Domain eBooks
    - General Manager Hotel Opening Manual And Checklist eBook Subscription Services
    - General Manager Hotel Opening Manual And Checklist Budget-Friendly Options
  6. Navigating General Manager Hotel Opening Manual And Checklist eBook Formats
    - ePub, PDF, MOBI, and More
    - General Manager Hotel Opening Manual And Checklist Compatibility with Devices
    - General Manager Hotel Opening Manual And Checklist Enhanced eBook Features
  7. Enhancing Your Reading Experience
    - Adjustable Fonts and Text Sizes of General Manager Hotel Opening Manual And Checklist
    - Highlighting and Note-Taking General Manager Hotel Opening Manual And Checklist
    - Interactive Elements General Manager Hotel Opening Manual And Checklist
  8. Staying Engaged with General Manager Hotel Opening Manual And Checklist
    - Joining Online Reading Communities
    - Participating in Virtual Book Clubs
    - Following Authors and Publishers General Manager Hotel Opening Manual And Checklist
  9. Balancing eBooks and Physical Books General Manager Hotel Opening Manual And Checklist
    - Benefits of a Digital Library
    - Creating a Diverse Reading Collection General Manager Hotel Opening Manual And Checklist
  10. Overcoming Reading Challenges
    - Dealing with Digital Eye Strain
    - Minimizing Distractions
    - Managing Screen Time
  11. Cultivating a Reading Routine General Manager Hotel Opening Manual And Checklist
    - Setting Reading Goals General Manager Hotel Opening Manual And Checklist
    - Carving Out Dedicated Reading Time
  12. Sourcing Reliable Information of General Manager Hotel Opening Manual And Checklist

- Fact-Checking eBook Content of General Manager Hotel Opening Manual And Checklist
  - Distinguishing Credible Sources
13. Promoting Lifelong Learning
- Utilizing eBooks for Skill Development
  - Exploring Educational eBooks
14. Embracing eBook Trends
- Integration of Multimedia Elements
  - Interactive and Gamified eBooks

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