

Standard Operating Procedure No: 1

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

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

Hotel Engineering Sop

Marcel A. Müller



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