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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.

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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

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content of these "SOP" statements is determined by your menu, facility, layout,

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Smartsheet

An operations manual is the backbone of your company – the encyclopedia for your business. Your employee handbook may introduce your team to your mission, various policies (benefits, holiday leave, security), and culture, but the operations manual will show them how to do their job and give them everything they need to do it.

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