

- Supplier to guarantee fixed prices during period of tender.
- Right to spot check:
 - Receiving- quantity and quality of goods delivered by Supplier.
 - Purchasing - Supplier premises and equipment.
- Breach of Terms & Conditions
 - Right of Hotel to reject substandard quality, excess deliveries and non-compliance with Food safety requirements.
 - Right of Hotel to charge Supplier for extra charges incurred by Hotel where Supplier is unable to meet Hotel's quantity requirements.
- Submission of Tender
 - Date Tender Documents should be submitted to Hotel.
 - Method of submission eg: sealed quotations, fax etc.

3.2. Submission of Quotations

- Quotations submitted are subject to the following guidelines:
 - Single Item tender or single purchase requisition from Rp 0 to Rp 50 Million method of submitting quotations is using facsimile.
 - Single Item tender or single purchase requisition above Rp 50 Million method of submitting quotations is using sealed Quotation.

3.2.1. Sealed Quotations

- Quotations to be signed by Supplier and Company chop affixed on Tender Documents submitted by Supplier.
- A Tender Committee comprising of the Cost Control, Purchasing Supervisor and User Division Head is to be formed. Quotations should be in sealed envelopes, addressed to Tender Committee.
- Sealed quotations are to be opened in the presence of the Tender Committee.

3.2.2. Original Copy of Quotation

- Quotations to Purchasing Department should be on Company Letterhead with Company chop affixed.
- Purchasing Department to stamp Date Received for audit trail.

3.2.3. Fax Quotations

Faxed quotations to Purchasing Department should be on Company Letterhead with Company Chop affixed. Purchasing Department to stamp Date Received for audit trail.

Standard Operating Procedures Manual For Hotels

S Ben Porath



Standard Operating Procedures Manual For Hotels:

Hospitality Law Stephen C. Barth, David K. Hayes, 2006 Hospitality Law Second Edition offers a practical interactive approach to teaching students basic legal concepts and how they apply to the all facets of the hospitality industry It helps develop the critical understanding of the legal ramifications of management activities from hiring and firing employees to management of the facility and guests that is critical to the success of any operation **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 **The Rotarian** , 1987-12 Established in 1911 The Rotarian is the official magazine of Rotary International and is circulated worldwide Each issue contains feature articles columns and departments about or of interest to Rotarians Seventeen Nobel Prize winners and 19 Pulitzer Prize winners from Mahatma Gandhi to Kurt Vonnegut Jr have written for the magazine The Cornell School of Hotel Administration on Hospitality Michael C. Sturman, Jack B. Corgel, Rohit Verma, 2011-03-31 This cutting edge and comprehensive book with contributions from the star faculty of Cornell University s School of Hotel Administration offers the latest thinking on the best practices and strategies for hospitality management A must for students and professionals seeking to enter or expand their reach in the hospitality industry The Cornell School of Hotel Administration on Hospitality delivers the authoritative advice you need to Develop and manage a multinational career and become a leader in the hospitality industry Maximize profits from franchise agreements management contracts and leases Understand and predict customer choices and motivate your staff to provide outstanding service Manage hospitality businesses and the real estate underlying the businesses Control costs coordinate branding strategy and manage operations across multiple locations *Human Resource Practice System in Malaysian Five-Star Hotels (UUM Press)* Rozila Ahmad, 2014-01-01 Organisations including hotels usually have more than one human resource practices system Thus this book is written to provide an understanding of the human resource practice system for managerial and non managerial employees in the context of hotel industry This book focuses specifically on five star beach resort hotels in Malaysia The human resource practices system for managerial employees includes empowerment while the recruitment and selection is more thorough Their compensation is more attractive and their training is more rewarding Both groups of employees are provided with a clear job description orientation employment security objective performance appraisal career development opportunity and effective communication *Hospitality Security* Darrell Clifton, 2022-12-23 Hospitality

Security Managing Security in Today s Hotel Nightlife Entertainment and Tourism Environment Second Edition provides experience based proven methods for preventing and resolving the challenges faced by today s hospitality security staff and leadership The lodging component of a hospitality environment creates challenges to the security professional by its complex set of assets and amenities especially when combined with gaming environments Whether the reader is establishing or improving a professional proactive proprietary security force or the manager of a boutique hotel the practical methods described herein are applicable to everyone Author Darrell Clifton takes the reader through a logical and methodical process to first evaluate what risks are inherent to hospitality environments how to assess those risks through threat and vulnerability assessments and methods to mitigate eliminate or transfer them The book stresses the importance of prevention and investigation into the root causes of incidents as a tool for avoiding future undesirable events This is especially important in that each registered guest brings with them their own unique set of circumstances family values problems and social issues The security function must operate to protect their individual rights their right to privacy and their desire to enjoy the facilities they are patronizing while contributing to the revenue stream This must be balanced with the obligation or duty to provide reasonable care from foreseeable harm by the hotel to avoid incidents and litigation Clifton an experienced industry veteran clearly establishes and identifies practical reasonable and cost effective ways to accomplish this balancing of guest enjoyment with guest protection This new edition includes expanded content on premises liability security force behavioral recognition workplace violence active shooter scenarios evacuation planning social media and guest reviews and hotel scams Additional coverage on nightclubs and bars has been added including four entirely new chapters on specialized security for events and venues crime prevention through environmental design CPTED advances in technology and industry trends for the gaming and hospitality sector Ideal for novices and veterans alike Hospitality Security Second Edition is an accessible reader friendly reference that enables security directors to evaluate what risks are inherent to hospitality environments to analyze those risks through threat and vulnerability assessments and to develop methods to mitigate or eliminate them all the while keeping customers and personnel safe and improving the bottom line

Economy Hotels in China Songshan Sam Huang,Xuhua Michael Sun,2014-01-10 While economy or budget hotels have been popular in western countries since the end of the Second World War they have only emerged as a sector in their own right in China since the mid 1990s Indeed as a new service industry sector economy hotels in China demonstrate important characteristics which can be used to illustrate and help explain China s current economic progress more generally This book provides a comprehensive overview of the economy hotel sector in China It covers macro level social cultural economic environmental geographic and development issues alongside micro level consideration of the budget hotel companies innovative management and marketing procedures business expansion strategies general hotel management and operation issues as well as an analysis of some leading entrepreneurs in the sector and in depth case studies examining the most successful economy hotel companies

in China Huang and Sun argue that the rapid development of budget hotels in China demonstrates how under the influence of globalisation Chinese businesses have become more innovative as they apply successful western business models to China In turn they show that the China model is fundamentally different in terms of its driving force which lies purely in its domestic travel market fuelled by China s continued economic growth There is therefore much to explore about both China s market situation and business practices in the economy hotel sector and this book makes an important contribution to our understanding of China s new business environment Based on extensive fieldwork and investigation *Economy Hotels in China* will be welcomed by students and scholars of tourism hospitality business studies and Chinese studies but it will also appeal to practitioners of business management in these sectors who are interested in China s development and business opportunities in China

Casino Security and Gaming Surveillance Derk J. Boss, Alan W. Zajic, 2010-10-08 Almost all incidences of cheating theft fraud or loss can be detected through the surveillance of critical transactions audit observations and reviews of key metrics Providing proven techniques for detecting and mitigating the ever evolving threats to casino security this book covers the core skills knowledge and techniques needed to protect casino assets guests and employees Drawing on the authors six decades of combined experience in the industry *Casino Security and Gaming Surveillance* identifies the most common threats to casino security and provides specific solutions for addressing these threats From physical security and security management to table and gaming surveillance it details numerous best practice techniques strategies and tactics in addition to the metrics required to effectively monitor operations The authors highlight valuable investigation tools including interview techniques and evidence gathering They also cover IOU patrol tri shot coverage surveillance audits threat analysis card counting game protection techniques players club theft and fraud surveillance standard operating procedures nightclub and bar security as well as surveillance training Complete with a glossary of gaming terms and a resource rich appendix that includes helpful forms this book covers everything surveillance and security professionals need to know to avoid high profile incidents costly compliance violations and damage to property and revenue It s professionals like Al and Derk who personify the professionalism that is crucial when establishing and operating modern casino security and surveillance departments This book will quickly become the Bible for any security and surveillance officer

How to Run a Profitable (Hospitality) Hotel, Resort, Restaurant, Food and Beverage Business Peter Clarke, 2015-02-08 *How to Run a Profitable Hospitality Hotel Resort Restaurant Food and Beverage Business* is a management guide focusing on improving product and service offerings while setting desired monetary goals The intent is to corner your market by providing a superior consistent level of performance to exceed guest expectations Through your commitment to profit you will recognize that guest satisfaction is the critical ingredient In order to create a quality product and provide excellent service a concerted focus on attention to detail is required Assimilate these valued objectives they will enable you to recognize a clear pathway to positive operational and financial results You deserve to make a profit

Hotel Management

and Operations Michael J. O'Fallon, Denney G. Rutherford, 2010-01-12 This newly updated edition is a compilation of readings divided into nine sections each examining a specific hotel department or activity Each topic is examined through a variety of viewpoints on the duties responsibilities problems and opportunities encountered there Multidimensional case studies taking a practical approach challenge readers to identify the central issues involved in complex management problems understand the structure and resources of the department in question and find solutions that may help in managing other hotel resources and departments

Yearbook of Varna University of Management, 2017-06-29 Yearbook of Varna University of Management <http://www.vum.bg> It includes articles and reports from the 13th International Scientific Conference on Modern Science Business and Education July 03rd 04th 2017 Varna University of Management Dobrich campus

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Effective Multi-Unit Leadership Chris Edger, 2016-04-29 There is a growing recognition of the increasing importance of local leadership practice within multi unit service contexts given the threat to costly land based retail infrastructures from smart technologies Multi site organizations are economically significant but currently under researched and poorly understood In *Effective Multi Unit Leadership* Chris Edger looks at that key managerial cohort in the retail hospitality and service sectors operating between the centre and unit the Multi Unit Leader MUL This district area or regional manager is tasked with maximising revenue and profit from a complex and ambiguous positional space being sandwiched between the centre and unit facing the MUL paradox how do they motivate unit managers and team members to provide great service whilst simultaneously fulfilling the Centre's compliance agenda Based on extensive case study research across a range of multi unit service organisations Edger advances an Integrated Model of MUL that elucidates how key activities sales led service systems and standards 3Ss are driven through behavioural practices commitment control and change 3Cs underpinned by MUL personal characteristics expertise emotional intelligence and energy 3Es Central to this model is the notion of portfolio optimisation through social

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Global Cases on Hospitality Industry Timothy L. G. Lockyer,2013-05-13 Get a comprehensive research based look at real life hospitality industry issues from leaders in the field *Global Cases on Hospitality Industry* is a comprehensive examination into hospitality issues around the world This detailed look at the industry s dynamics uses an international perspective that provides reader understanding by spanning several strategic and functional areas in management practices Leading academics trainers and consultants from around the globe offer research based perspectives on real life issues in this competitive industry This important text extensively explores various aspects of the industry from both Asian and Western countries providing important insights into policymaking research consulting and teaching *Global Cases on Hospitality Industry* presents extensively researched illustrative case studies and accounts of revealing management practices from experts around the world This book explains both the positive and negative impact of certain real life policy and management decisions in various aspects of the industry This text discusses topics such as marketing human resources strategy entrepreneurship the use of technology and ethics using inside looks into different hospitality and travel and tourism companies The book includes numerous figures and tables to clearly illustrate research data Topics in *Global Cases on Hospitality Industry* include consumer marketing research price promotions consumer behaviors bed and breakfast expectation analysis assessment of service quality company organizational structure labor productivity human resource issues franchise restaurants impact around the world tour operator strategies similarity of problems between the hospitality and tourism industries heritage tourism societal effects of tourism development ethical challenges and much more *Global Cases on Hospitality Industry* is essential reading for hospitality management educators students trainers and researchers in services management Modern Hotel Operations Management Michael Chibili,2017-10-03 A comprehensive and wide

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