

Position and Duty



General Manager

A. Cleaning guests room

Receptionist

B. Responsible for making food for guest

Chef

C. Welcoming guests and providing local information

Cashier

D. In charge of the Finance Department

Bellboy

E. Supervising all staff members

Housekeeper

F. Welcoming guests and dealing with them when they check-in and check-out.

Concierge

G. Helping guests with their luggage

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