

# 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**

