Name:_____ Grade:____ Date:_____

# HOTEL DEPARTMENTS

| | | | | |
|---|---|---|---|---|
| HOUSEKEEPING | HUMAN RESOURCES | PURCHASING | SECURITY & SURVEILLANCE | LAUNDRY |
| FRONT OFFICE | MAINTENANCE & ENGINEERING | ACCOUNTING | SALES & MARKETING | FOOD & BEVERAGE |

Using the department names above, place the name of the department next to its function.

| DEPARTMENT | FUNCTION |
|---|---|
| 1. | 1. Buy the right quality of supplies |
| 2. | 2. Checking guests in and out |
| 3. | 3. Cleans rooms and public areas |
| 4. | 4. Launder and repair linen |
| 5. | 5. Makes sure electricity is working |
| 6. | 6. Prepare and analyze financial statements |
| 7. | 7. Prevents harm to employees &guests |
| 8. | 8. Promote products and services |
| 9. | 9. Provides food and beverage items for guest and employees |
| 10. | 10. Recruiting and termination of staff |

N.Dorsett

LIVEWORKSHEETS