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