

Unit-4

Planning work of Housekeeping

Main point

- Importance of Control Desk
- Role of Control Desk
- Coordination

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- Importance of Control Desk
- It is the Main Communication centre Where relevant Housekeeping information is sent and received.
- It is the nerve for coordination with the front office, Banquets.

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- Role of Control Desk
- The room has a Desk and the Chair, Preferably more than one Telephone, and a Computer Terminal for information Storage and control.
- It has a large notice Board.

➤ COORDINATION

- Responsible for coordinating with all departments in a hotel for any information

Exercise

- State importance of Control Desk, its role and Coordination.

LINK

➤ www.youtube.com

➤ Thank you