

Housekeeping team member development plan

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Hotel Trinity****



A warm welcome from the whole team here at Hotel Trinity! We're always working to build a strong, passionate and communicative team and we believe that you'll fit right in with us!

Trinity Hotel Team Structure

- General Manager
- Director of operations
- Head of Department (HOD)
- Assistant to HOD
- Supervisors and Duty Managers
- Team Leaders
- Associates

Housekeeping Development Plan

Task	Details	Completed by	signature
Week 1 Familiarize with the team	Get to know team members, who is responsible for what		
Week 2 Understand Hotel and Housekeeping department basics	Understand how the department works and the different roles within the department		
Week 3 Understand Hotel brand standards and procedures	Learn the specific expectations for the brand and the basic standards and compliances		
Week 4 Tasks/team allocation	Team responsibilities and tasks, Linen Porters, Room Attendance and Supervisors		
Week 6 Health and Safety – COSHH	Learn the basic H&S compliance, risk assessments, chemical use, manual handling, incident and accident report forms		
Week 7 Health and Safety Departmental folder	Risk assessment, compliance forms, Staff H&S training record		
Week 8 Fire safety	Understanding our fire procedures, emergency exits		

References

- <https://www.hse.gov.uk/legislation/hswa/htm> (accessed on 16th November 2022)
- <https://www.hse.gov.uk/coshh> (accessed on 16th November 2022)
- <https://www.calendly.com/blog/best-welcome-messages-for-new-employees> (accessed on 17th November 2022)
- <https://www.Hiltonhotels.com/diary/team-development-plan> (accessed on 18th November 2022)
- <https://www.theseus.fi/bitstream/handle> (accessed on 18th November 2022)