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## Function of Various Department in hotel.

1. The House Keeping department is responsible for the cleanliness & maintenance of the hotels room as well as the public areas of the hotels. The public areas in a hotel into restaurants lobby, pool side, corridors.

The house keeping department also take care of guest laundries & maintenance of park around the hotels.

#. F&B Services - Food & beverage service is responsible for services & supply of food produced in kitchen, they provide services in the restaurants, pool side areas, bars & banquet, organising parties & serving food during event & parties is all the function of the food & beverage services.



# Food & beverage production - is responsible for production of variety of eatable sold by the hotel.

# Engineering Dept - is responsible for the maintenance of electrical & electronic equipment in the guest room, public areas & staff areas. They is also responsible for maintenance & upkeep of fixture like chandeliers, fans, bulbs, Ac/ A/c etc. The engineering Dept also take care of the water & waste recycling plant with the hotels.

# The account Dept takes care of the billing part of the hotel they coordinate with banks regarding money transfer, with travel agent regarding encashment of Voucher & also conduct audit with front office for to ensure that the everyday billing goes smoothly.



## Sales Store & Purchase

The department is responsible for the buying of raw material for the kitchen linen for house keeping, equipment & fixture for engineering etc they also take care of warehousing hotel.

## Sales & Marketing

Hotel is promoted to the sales & marketing department. they bring conferences to hotel. coordinate with travel agent regarding packages & also responsible for Banquet sales.

## Human resources.

HR dept is responsible for recruitment training and evaluation for the hotel staff.

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# Security

As the name suggest this department is responsible for the safety & security of the hotel guest staff & the hotel property.

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