

Laundry Manager/Supervisor Training Schedule

Day One: Department Overview

<i>Trainee Initials</i>	<i>Trainer Initials</i>	<i>Date Reviewed</i>	<i>Task Reviewed</i>
			New Employee Orientation (BWI – Internal) I Care Training (BWI) Laundry Manager / Supervisor Training Schedule Review: <ul style="list-style-type: none"> ○ Provide Training Packet or Manual ○ Provide Skill Breakdowns ○ Introduction ○ Quality Guest Services
			Housekeeping Department Overview & Communication Tools: <ul style="list-style-type: none"> ○ Attend Daily Line up ○ Storage Rooms & Closets ○ All Room Types ○ Laundry ○ Room Assignments ○ Room Inspection Sheets ○ Employee Mail box ○ Scheduling – Request off Procedures ○ Time Clock ○ Log Book ○ Housekeeping Office ○ Assistant Executive HK workstation or desk ○ Discuss Department SOP's on website
			Receive User Login & Password information for all systems *BWI _____ _____ *My Best Western _____ *My Portal (Days Inn) _____ *SOP Site _____
			Review Uniform & Appearance Standards
