

GRAND HORIZON HOTEL

Weekly Staff Shift Schedule

Period: Oct 23 - Oct 29, 2023
Department: Front Office / Housekeeping

EMPLOYEE	MON	TUE	WED	THU	FRI	SAT	SUN
Elena Rodriguez Front Desk Manager	07:00-15:00	07:00-15:00	07:00-15:00	07:00-15:00	07:00-15:00	OFF	OFF
Marcus Chen Concierge	OFF	OFF	15:00-23:00	15:00-23:00	15:00-23:00	09:00-17:00	09:00-17:00
Sarah Jenkins Housekeeping Sup.	08:00-16:00	08:00-16:00	OFF	08:00-16:00	08:00-16:00	08:00-16:00	OFF
David Okafor Night Auditor	23:00-07:00	23:00-07:00	23:00-07:00	23:00-07:00	23:00-07:00	OFF	OFF

MANAGER'S NOTES

Uniform inspection on Wednesday morning. Staff meeting Friday at 14:30 in the lounge.

APPROVAL SIGNATURE