Hotel Staff Training Checklist

Onboarding and competency verification for service teams.

Property: _____ Date / Shift: _____

Checklist item / field	Status / details
Explain guest request workflow and department ownership	_____
Demonstrate safe room access and privacy procedures	_____
Show escalation, complaints and urgent incidents	_____
Practice shift handover and task updates	_____
Review dietary, sanitation and billing protocols	_____
Observe supervised practical task completion	_____
Record trainer approval and refresher date	_____

Exceptions, follow-up owner, due time:

_____

Reviewed by: _____ Follow-up date: _____

Adapt to your property procedures and local requirements. This is an illustrative operational aid, not a mandatory standard.