



HRT 341 Management Projects
California State Polytechnic University, Pomona
The Collins School of Hospitality Management

Suggestions:

Country Club

- Scheduling – Forecasted vs. Actual vs. Budget
- Turnover
- Reading the Profit and Loss statement and giving feedback to management
- Labor Analysis – opportunities for reducing cost
- Five Year Financial Plan
- Capital Expenditure Plan, 20 year
- Bidding – RFP
- Member Satisfaction Survey
- Creating Standards of Service

Culinary

- Under the direction of the Executive Chef, create standardized recipes.
- Create process on the line to reduce waste by managing portion control
- Procuring food & beverage, and doing proper receiving and inventory Management
- Event planning- Work with the Executive chef from start to finish on a big function for the hotel or restaurant.

Beverage Marketing

- Supervise and oversee proper ordering, receiving and inventory of the bar.
- Update, modify or create the Wine List for the club, restaurant or hotel.

Hotel

- Under the direction of the marketing director, the employee will act as a secret shopper and visit competitors in order to evaluate direct competition.
- The employee will create a check-in manual for the front desk agents in order to maximize efficiency and speed during the check-in process. (Might include a checklist in order to assure that everything gets done).
- Under the supervision of the management, the employee will take on some of the scheduling and payroll responsibilities for a certain period of time.

Restaurant

- Under the direction of management, create safety or training manuals.
- Under the direction of the marketing director, the employee will act as a secret shopper and visit competitors in order to evaluate direct competition.
- Under the supervision of the management, the employee will take on some of the scheduling and payroll responsibilities for a certain period of time.