

# List of Generic Standards of Performance Manuals

## **ROOMS**

- BELL / DOOR
  - Bell Captain
  - Bell Person
  - Door Person
  - Driver
  - Guest Service Agent
- BUTLER
  - Butler
- CONCIERGE
  - Concierge

- FRONT DESK
  - Supervisor
  - Agent
- HOUSEKEEPING
  - · Floor Supervisor
  - Floor Attendant
  - · Public Area Supervisor
  - Public Area Cleaner
  - Room Attendant
  - Rooms Control
  - Turndown Attendant
  - Uniform Att/ Seamstress
  - Linen Attendant
- LAUNDRY / DRY CLEANING
  - Laundry Attendant
  - Valet Attendant

- NIGHT AUDITOR
- Night Auditor
- PBX
  - Supervisor
  - Operator
- RESERVATIONS
  - Supervisor
  - Agent
- SECURITY
  - Officer
- TRANSPORTATION
  - Driver
  - Supervisor
  - Valet Cashier
  - Valet Parking Attendant

#### **FOOD & BEVERAGE**

- BANQUET
  - Manager
  - Supervisor
  - Server
  - Bartender
- BAR
  - Manager
  - Bartender
  - Beverage Server
  - Barback
- BUFFET RESTAURANT
  - Manager
  - Server
  - Busperson
  - Host Person

- CATERING
  - Director
  - Secretary
- CULINARY
  - Executive/Sous Chef
  - Butcher
  - Cook
  - Buffet Attendant
- EMPLOYEE CAFETERIA
  - Line Server
  - Cook
  - Warewasher
- CONFERENCE SERVICES
  - Houseman
  - Manager Assistant
  - Supervisor

- F&B CASHIERCashier
- MINI BAR
  - Attendant
- ROOM SERVICE
  - Manager
  - Supervisor
  - Order Taker/Cashier
  - Server
  - Busperson
- SNACK BAR
  - Attendant
  - Cook

- SPECIALTY RESTAURANT
  - Manager/Maitre d'
  - Host Person
  - Captain
  - Server
  - Busperson
- STEWARDING
  - Executive Steward
  - Shift Supervisor
  - Steward
  - Night Cleaner
- THREE MEAL RESTAURANT
  - Manager
  - Host Person
  - Server
  - Busperson



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## **CASINO**

- · CAGE/CREDIT
  - Pit Clerk
  - Check Bank Cashier
  - Chip Bank Cashier
  - Window Bank Cashier
  - Main Bank Cashier
  - · Poker Bank Cashier
  - Employee Window Bank Cashier
- · CASINO SECURITY
  - Officer
- HARD COUNT
  - Supervisor
  - Attendant

- KENO
  - Shift Supervisor
  - Writer
  - Runner
  - Third Person
- PLAYER'S CLUB
  - Representative
- POKER
  - Shift Supervisor
  - Dealer
  - Floor Person
- RACE & SPORTSBOOK
  - Supervisor
  - Writer
  - Terminal Operator
  - Cashier

- SLOT OPERATIONS
- Technical Supervisor
- · Shift Supervisor
- Technician
- Floor Person
- Host Person
- Change/Cashier
- SOFT COUNT
  - Supervisor
  - Attendant
- TABLE GAMES
  - Baccarat Dealer
  - Big Six Dealer
  - Blackjack Dealer

### **OTHER**

- ACCOUNTING
  - General Cashier
- Income Auditor
- Accounts Payable Clerk
- Payroll Clerk
- Accounts Receivable Clerk
- ACTIVITIES
  - Attendant
- ADMINISTRATION
  - Secretary
- ALL STAFF
  - · All Staff
  - All Managers/ Supervisors
- BUSINESS CENTER
  - Agent

- ENGINEERING
  - Engineer
  - Manager
  - Painter
  - Secretary/Dispatcher
  - Storeroom Clerk
  - Utilities
  - Vehicle Maintenance
- FITNESS CENTER
  - Fitness Attendant
  - Fitness Center
    Supervisor
  - Personal Trainer/Instructor
- GOLF OPERATIONS
  - Golf Attendant
  - Golf Attendant Captain
  - Marshall/Starter
  - Pro Shop Attendant

- GROUNDS
- Grounds Person
- HUMAN RESOURCES
  - Administrative Assistant
  - Assistant Manager
  - Manager
- KIDS CLUB
  - Kids Club Attendant
- POOL/BEACH
  - Pool/Beach Attendant
- PURCHASING & RECEIVING
  - F&B Cost Controller
  - Purchasing Agent
  - Receiving Clerk
  - Storeroom Clerk
  - Storeroom Supervisor
- TENNIS SHOP
- · Tennis Pro Shop Attendant

- SALES & MARKETING
  - Director of SalesSales Assistant
  - Sales Manager
- SPA
  - Hair Technician
  - Massage Therapist
  - Nail Technician
  - Reservations Agent
  - Skin Care Esthetician
  - Spa Attendant
  - Spa Receptionist
  - · Spa Retail Sales Clerk
  - Spa Supervisor