

Position	Driver
Front Desk Supervisor	Fixed 40 hours / week First desk coverage shift May have base starting point (ie. >10 Rooms Sold)
Front Desk Clerk	Hours by Level (ie. 10 – 20 Rooms Sold 8 Hours, 21 -50 Rooms 16 Hours, etc.) Fixed Weekly - 16 hours / day (may have base point) Hours / Room (.12 hours per room sold) BEST - Hours by Level based on House Turn (ie. 0 – 20 checkins and checkouts 8 Hours, 20 – 40 CI/CO's 12 hours, >40 CI/CO's 16 hours)
Over Night Desk Clerk	Fixed 8 hours per night
Housekeeping Supervisor	Fixed 40 hours / week May clean rooms if less than 10 occupied May have base starting point (ie. >10 Rooms Sold if there is a Hsp Mgr)
Room Attendant	Hours / occupied room (.38 hours per room sold) Fixed Weekly - "I find things for them to do" BEST - Hours / Occupied room weighted for Stayovers, Check Outs, Multiple Occupancy by day of week trend. (ie. Saturday .42, Sunday .53, Monday .30, etc)
Public Area Attendant	Hours by Level - has a base level of rooms sold before it is scheduled, then added in 4 hour shifts based on level of business in the hotel
Houseman	Hours by Level - has a base level of rooms sold before it is scheduled, then added in 4 hour shifts based on level of business in the hotel
Laundry Attendant	Hours by Level - has a base level of rooms sold before it is scheduled, then added in 4 hour shifts based on level of business in the hotel

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Breakfast Attendant	Hours by Level – has a base level of rooms sold before it is scheduled, then added in 4 hour shifts based on level of business in the hotel
Accountant	Fixed weekly - 40 hours
Administrative Assistant	Fixed weekly - 40 hours
Security Officer	Hours by Level – has a base level of rooms sold before it is scheduled, then added in 4 hour shifts based on level of business in the hotel, and location
Sales Assistant	Fixed weekly - 40 hours
Groundskeeper	Normally need is determined by property grounds Often best if contracted to an outside service.
General Maintenance Engineer	Normally total staff is determined by size and age of hotel. Each employee is then assigned between 20 and 40 hours per week. Long term increases in occupancy can cause need for increased hours.
Life Guard	Determined by legal requirement Fixed daily hours
General Manager	Measured by both revenue and profit achievement of the hotel, maintenance of property, staff turnover, and guest comments.
Front Desk Manager	Front Desk, Comp Breakfast complaints, Cash Over Short, Revenue and Rate achievement
Housekeeping Manager	Cleanliness scores, housekeeping turnover, housekeeping cost
Maintenance Manager	Maintenance cost, guest complaints, property condition