

# Staffing plan paper in a hotel industry



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This paper outlines the staffing process in a hospitality industry highlighting the number of staff in the departments and the recruitment strategy. Human resources management is a very important department in the staff planning requiring a well draw, qualified and adequate staff, it has a profound impact on the success of the organization as it is charged with the responsibility of recruiting. The rating of my organization is that of a five star hotel, the amount of staff will depend on the financial state, size and estimated clientele. It also depends on the duties of the department (Bodnar, 1985).

The functional areas or departments in this organization include: The front office which Responsibilities is to make bookings, receive guest, room allocation and guest relations it acts as the public face of the hotel and so proficiency is important. Each task requires a minimum of two staff to work in shifts divided into two per day summing up to ten people. The largest departments are the food production and culinary which are the kitchen and catering the staff here is expansive with the number ranging from fifty to one hundred this should be fifty percent of the total staff in the hotel.

The house keeping department is also very crucial even thou the staff does not come into interact with the client the number depends on the rooms capacity with each staff being allocated at least four rooms. The quality control department ensures preventive control and adherence to hazard analysis of critical control points (HACCP), this requires five professionals and the organization can train all departmental heads on emphasizing the set standards. The Support departments in the hotel are accounting, sales and marketing, security, transport, engineering and maintenance, laundry, learning and training.

The organization can The biggest strategic concern is the recruitment and retention which is also the biggest challenge in the industry. It's a dynamic and on-going process requiring constant monitoring and evaluation and the organizational success depend on it. The first step is fully understand the type of employees you need and what skills and knowledge your employees need to succeed. The second step is determining how to get to the people, could be through job fairs, radio and television adverts and local newspapers, in other cases the organization (Bodnar, 1985). an use electronic recruiting strategy which allows them to capture much needed talent in the internet.

This helps identify potential employees who have the necessary skills and knowledge. The recruitment techniques determine which people you will reach. The organization should consider all categories such as former employees, graduates, workers already in the organization and out this ensures that the people are from internal and external sources. It's important to conduct a recruitment process audit to highlight both procedural excellence and areas that require improvement within the process.

Poor recruitment continue to affect organizational performance The next step is the conducting the interviews on the candidates and eventually hiring those who qualify for the job and willing to bring input into the organization to fill the vacancies. This recruitment ensures that recruitment is done from both the internal and external sources ensuring that everybody who qualifies can get a chance. The first step in recruitment ensures that parameters are set for each vacancy with the minimum requirements well indicated ensuring

all who qualify gets a chance irrespective of origin, gender or race making the process legal.