

## **Assistant Manager Report – March 2015**

First off...thank you. I'm very appreciative for the opportunity to work in a management role for the Waterbury Inn. I intend to effectively utilize my past management and manufacturing experience to aid in the continuing improvements already underway at this facility.

### **2015 Goals**

#### ***Inventory Control:***

Prior to the full swing of the 2015 season, we will be implementing a Kan ban inspired inventory control system. This will include lean manufacturing concepts, min / max levels and point of use color coded and user friendly reordering triggers. When used properly, we will reduce our risk of running out of any hotel products to practically zero. I'll start by working with Stephanie on all the housekeeping and room supplies. Next will be working with Randy on the maintenance and pool supplies. And finally with Traci on the great room and common area supplies.

#### ***Formalized Process Procedures:***

Throughout the course of this season, I will be spending time in all our departments to observe, analyze and formalize written and visual based process procedures. These will include standard times where applicable and training materials for new associates.

#### ***OSHA Compliance:***

I will be reviewing our OSHA requirements and safety programs to insure we are up to date and in full compliance.