

# Unit 4 — Hotel Jobs and Responsibilities



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## Administration

the management department of a hotel, which deals with decision making and planning

"The administration department was very efficient and made a good profit for the hotel owner."

## Bedroom

a private room, which contains at least one bed, and is available to relax in during the day, or sleep during the night

"The hotel we stayed in had twenty bedrooms on each floor and each had their own en-suite."

## Capacity

the total amount of guests a hotel can cater for at any given time

"The hotel was full to capacity, not a single room was empty."

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