

ABSTRACT

This study aims to identify and analyze the work schedule for the staff and trainees at The Papandayan Bandung . In a hotel there are various departments to carry out operations in gave the service to guests , One is the front office department within the department that it contained Butler Section so that guests can feel very exclusive services of Butler Service Attendant . Judging from Butler function itself in the papandayan Bandung who have to prepare everything needed guests should be supported by the facilities , expertise and precision that all guests get the appropriate service function itself part of a butler .

Keywords: Time Management, Staff Management