

# Staff member has designated responsibility for environmental issues in the hotel and this is written into their job description

## *Benefits*

- Some-one to hold all the initiatives and to take responsibility for the implementation of the programs
- A champion to implement the environmental policy
- A single contact person for more information and one “environmental voice” for the establishment

## *Overview of the intervention*

One staff member needs to be identified as the champion of the environmental initiatives at the establishment.

In a large hotel, this person could be the HR manager, the deputy General Manager, the maintenance manager or the horticulturist

In a smaller establishment, such as a guest house or B’nB, it is most appropriate for the owner to serve this purpose.

The responsibilities of the designated staff member include directing the environmental initiatives in the establishments individually or with the assistance of an environmental committee or task team. They need to monitor the process of the establishment against the environmental policy. The designated staff member should have a good understanding of the programs that are being implemented and what the environmental benefits are. The responsible staff member should facilitate the introduction of the policy to new staff as well as give regular refresher courses for all staff in the establishment.

## *Additions to the job description of the designated staff member for environmental performance*

- Hold the environmental policy and implementation strategy and direct the implementation of the policy;
- Chair the environmental committee / task team and report back to senior management at regular intervals

- Act as the spokesperson for the establishment's environmental initiatives
- Facilitate training or awareness raising on the policy and environmental programs for all staff
- Monitor and measure the establishment's progress against the environmental policy and implementation strategy.