Let me introduce you

**Sabina, the manager of a busy hotel, introduces her team.**

‘Our hotel has a lot of staff who are all responsible to me. This is one of our receptionists. She’s called Maria. Her job is very demanding because she handles everything from arrivals to departures. She also helps guests book plane tickets and make other travel arrangements.

Our newest member of staff is Federico, who is the cashier. He is responsible for handling all the guest payments. He keeps all the data on the computer and when guests check out he uses the printer to give them a bill.

As well as front office, we have other staff like Tom, the porter. He is responsible for taking the guests’ luggage to their rooms. Diana is the housekeeper, who is responsible for all the in-room services. She manages our team of cleaners and room attendants, and makes sure rooms are clean and there are drinks and snacks in each room. She is the person who guests contact when they want to use our laundry or dry cleaning services.’

2 Underline the correct word in italics to complete the sentences.

1 *Here’s / There’s* the receptionist. Go and ask her about your dry cleaning.
2 *Here’s / There’s* the head chef’s work station and this is his equipment.
3 *Here’s / There’s* my workstation. I do all my food preparation there.
4 *Here’s / There’s* the restaurant manager, talking to two guests at their table.
5 *Here’s / There’s* the pastry I’m making.
6 *Here’s / There’s* the front office, and next to it you can see the hotel manager’s office.
7 *Here’s / There’s* the guest’s luggage. I am taking it to her room.

3 Match phrases 1–6 with a–f to make sentences.

1 □ Those guests checked a our chef de partie, Bella.
2 □ These pans are b in this morning.
3 □ The barman gave c dirty and need washing.
4 □ This is d this tart dish.
5 □ Adena prepares e those guests two drinks.
6 □ Leon always uses f the vegetables at that station.