

Front Desk Policies and Procedures.

Name Recognition!

- ✓ It is essential that we use the guest name. It creates a personal connection between the guest and yourself that makes them feel welcome and valued.

Check In Procedure

- ✓ Always greet guest with a smile.
- ✓ Use guest name at check in at **least** twice.
- ✓ Acknowledge their HHonors tier and airline.
- ✓ If guest is not already a HHonors member offer to sign them up.
- ✓ Verify room type and length of stay.
- ✓ Make sure the guest initials rate and signs the registration card. Unless they are Gold or a Diamond member then just give them keys.
- ✓ Remind guest of our 100% Hampton guarantee policy.

Inform guest of all hotel amenities and hours of operation.

- Complimentary hot breakfast
- Fitness center
- Pool
- Guest laundry
- Business center
- Complimentary high speed Internet access.

Never say guestroom number out loud politely point at number on key card sleeve.

Courtesy Call back Log

- ✓ After guest checks into room you need to call their room to ensure the quality and comfort of the guestroom.
- ✓ Offer a wake up call.
- ✓ Remind them again of the 100% Hampton guarantee.
- ✓ Thank the guest for their business.

Proper Check out Procedure

Front Desk Policies And Procedures Manual

Lowell Ackerman



Front Desk Policies And Procedures Manual:

Operating Policies and Procedures Manual for Medical Practices Elizabeth W. Woodcock, Bette A. Warn, 2006 This popular bestseller is an easy to use manual complete with customizable medical office policies Covering more than 100 of today's most pressing events this manual helps practice administrators and managers set procedures and policies for managing operational financial and risk issues as well as personnel disaster planning and exposure control *Blackwell's Five-Minute Veterinary Practice Management Consult* Lowell Ackerman, 2013-08-29 Blackwell's Five Minute Veterinary Practice Management Consult Second Edition has been extensively updated and expanded with 55 new topics covering subjects such as online technologies hospice care mobile practices compassion fatigue practice profitability and more Carefully formatted using the popular Five Minute Veterinary Consult style the book offers fast access to authoritative information on all aspects of practice management This Second Edition is an essential tool for running a practice increasing revenue and managing staff in today's veterinary practice Addressing topics ranging from client communication and management to legal issues financial management and human resources the book is an invaluable resource for business management advice applicable to veterinary practice Sample forms and further resources are now available on a companion website Veterinarians and practice managers alike will find this book a comprehensive yet user friendly guide for success in today's challenging business environment **Front Office Procedures** Michael L. Kasavana, Richard M. Brooks, 1998 This textbook provides students with an in depth look at management of the front office and how this department interacts with other hotel departments to create a memorable guest experience The eighth edition been revised with new material on the potential impact of automated information technologies on a variety of front office functions This edition also includes new information on revenue managers how blogging and social networking affect hotels manual backup procedures for automated system failure identity theft prevention payment card security standards and green hotels In addition important discussions of front office operations have been expanded throughout the text especially with respect to human resources management business forecasting revenue management budget planning and front office staff interaction with sales housekeeping and security personnel Publisher description *Front Office Management for the Veterinary Team E-Book* Heather Prendergast, 2018-12-20 NEW Strategic Planning chapter discusses how to strategically plan for the successful future of the veterinary hospital and will include details on growing the practice planning the workforce meeting consumer needs and increasing the value of the practice NEW The Leadership Team chapter discusses how leadership affects the paraprofessional staff provides suggestions for effective leadership strategies and methods to set expectations for employees including attracting and retaining employees leveraging empowering and driving employee engagement NEW Standard Operating Procedures provides a checklist of important tasks associated with that chapter that must be addressed completed in the veterinary practice setting **Best Practices in Policies and Procedures** Stephen Butler Page, Stephen Page, 2002

Best practices book that focuses on the alignment of policies and procedures to the vision strategy plan and core processes of an organization This book focuses on finding actual content for your policies and procedures Managing Front Office Operations Michael L. Kasavana, Richard M. Brooks, 1995 A textbook for students of hospitality Explains such aspects as the nature of the lodging industry hotel organization front office operations and responsibilities reservations registration accounting check out and settlement the night audit planning and evaluating operations and managing revenue and human resources No dates are noted for earlier editions Annotation copyrighted by Book News Inc Portland OR *Handbook of Loss Prevention and Crime Prevention* Lawrence J. Fennelly, 2012-01-27 This volume brings together the expertise of more than 40 security and crime prevention experts It provides comprehensive coverage of the latest information on every topic from community oriented policing to physical security workplace violence CCTV and information security **Professional's Handbook of Financial Risk Management** Lev Borodovsky, Marc Lore, 2000-02-25 Professional's Handbook of Financial Risk Management is a major reference work in finance A complete practical reference book covering all aspects of financial risk management including an in depth look at operational risk management regulation risk based capital and risk adjusted performance measurement The book focuses on practical financial risk management techniques and solutions and is designed to guide the risk professional step by step through the implementation of a firm wide risk management framework This book covers the various roles of the risk management function Rather than describing every possible role in exhaustive detail the authors have provided a story line for each of the discussed topics including practical issues that a risk manager needs to consider when tackling the subject possible solutions to difficulties that might be encountered background knowledge that is essential to know and more intricate practices and techniques that are being used By providing these fundamentals the novice risk professional can gain a thorough understanding of the topic in question while the more experienced professional can use some of the more advanced concepts within the book Thus the book can be used to broaden your own knowledge of the risk world both by familiarizing yourself with areas in which you lack experience and by enhancing your knowledge in areas that you already have expertise All authors are leaders in their field who between them have the expertise and knowledge both practical and theoretical to produce this definitive risk management guide The editors of this book Marc Lore and Lev Borodovsky are senior financial risk managers at Sanwa Bank International London and Credit Suisse First Boston USA respectively They also run The Global Association of Risk Professionals GARP the industry association for financial risk management practitioners and researchers Endorsed by GARP Global Association of Risk Professionals Authored and edited by leading financial markets risk professionals International in coverage the concepts and methods covered are not specific to any country or institution but rather to the risk management profession as a whole

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