

Standard Operating Procedure No: 3

Process :	What are the openings and closing duties of a front desk associate
Objective :	To ensure smooth and efficient operations of the shift
Responsibility :	Front office staff

S.No.	Procedure	Standard (Measurement, Number, Time, Quantity, Precautions, Phraseology etc.)
1.	Opening duties of a front desk associate	<ul style="list-style-type: none"> ▪ To report on duty on time and be well groomed ▪ To read log book and acknowledge same by signing the log book ▪ To take key handover from the previous shift ▪ To take message or any specific handover ▪ To go through the arrivals for the day ▪ To check the room blocking for VIP arrivals ▪ To ensure that the desk is equipped with required stationery
2.	<p>Closing duties of a front desk associate</p> <p>To file following reports</p>	<ul style="list-style-type: none"> ▪ To prepare log book handover for next shift ▪ To prepare key handover for next shift ▪ To prepare message or any specific handover for next shift ▪ To update A&D (arrival and departure) register ▪ Arrivals checked in report ▪ Managers report ▪ Shift Checklist

Front Office Operations Training Manual

Xiaolong Qi



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Table of Contents Front Office Operations Training Manual

1. Understanding the eBook Front Office Operations Training Manual
 - The Rise of Digital Reading Front Office Operations Training Manual
 - Advantages of eBooks Over Traditional Books
2. Identifying Front Office Operations Training Manual
 - Exploring Different Genres
 - Considering Fiction vs. Non-Fiction
 - Determining Your Reading Goals
3. Choosing the Right eBook Platform
 - Popular eBook Platforms
 - Features to Look for in an Front Office Operations Training Manual
 - User-Friendly Interface
4. Exploring eBook Recommendations from Front Office Operations Training Manual
 - Personalized Recommendations
 - Front Office Operations Training Manual User Reviews and Ratings
 - Front Office Operations Training Manual and Bestseller Lists
5. Accessing Front Office Operations Training Manual Free and Paid eBooks
 - Front Office Operations Training Manual Public Domain eBooks
 - Front Office Operations Training Manual eBook Subscription Services
 - Front Office Operations Training Manual Budget-Friendly Options

6. Navigating Front Office Operations Training Manual eBook Formats
 - ePub, PDF, MOBI, and More
 - Front Office Operations Training Manual Compatibility with Devices
 - Front Office Operations Training Manual Enhanced eBook Features
7. Enhancing Your Reading Experience
 - Adjustable Fonts and Text Sizes of Front Office Operations Training Manual
 - Highlighting and Note-Taking Front Office Operations Training Manual
 - Interactive Elements Front Office Operations Training Manual
8. Staying Engaged with Front Office Operations Training Manual
 - Joining Online Reading Communities
 - Participating in Virtual Book Clubs
 - Following Authors and Publishers Front Office Operations Training Manual
9. Balancing eBooks and Physical Books Front Office Operations Training Manual
 - Benefits of a Digital Library
 - Creating a Diverse Reading Collection Front Office Operations Training Manual
10. Overcoming Reading Challenges
 - Dealing with Digital Eye Strain
 - Minimizing Distractions
 - Managing Screen Time
11. Cultivating a Reading Routine Front Office Operations Training Manual
 - Setting Reading Goals Front Office Operations Training Manual
 - Carving Out Dedicated Reading Time
12. Sourcing Reliable Information of Front Office Operations Training Manual
 - Fact-Checking eBook Content of Front Office Operations Training Manual
 - Distinguishing Credible Sources
13. Promoting Lifelong Learning
 - Utilizing eBooks for Skill Development
 - Exploring Educational eBooks
14. Embracing eBook Trends
 - Integration of Multimedia Elements

- Interactive and Gamified eBooks

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