

Standard Operating Procedure. Hotel Front Office Department		
Date: 00-00-2029	Approved by:	Drafted by:
Pages: 7	General Manager	Front Office Manager

### Summary.

Below are the Highlights of Front office complete SOPs however detailed functions for easy reference are furnished following the summary.

- Skills and qualifications.
- Staffing and training.
- Staff scheduling and appearance.
- Guest call handling procedure.
- Room reservation procedure.
- Reservation cancellation procedure.
- Pre-arrival preparation procedure.
- Booker preferences follow up procedure.
- Room allocation procedure.
- In-room experience preparation procedure.
- Airport counter service procedure.
- Pick and drop transportation procedure.
- Valet parking service procedure.
- Luggage handling service procedure.
- Lobby services procedure.
- Arrival drink and towels service procedure.
- VIP Check-in procedure.
- General check-in procedure.
- Walk in guest handling procedure.
- Guest birthday, anniversary, special events celebration procedure.
- Guest request delivery procedure.
- Guest complaint handling procedure.
- Room move and room change procedure.
- Extra Bed and third occupancy procedure.
- Billing and payment procedure.
- VIP Guest Check out procedure.
- All Guest Check out procedure.
- VIP Guest Departure experience procedure.
- All Guest Departure experience procedure.
- Guest claims handling procedure. (Lost and Found, Theft)
- Medical attention procedure.
- On-call doctor procedure.
- Police case, arrival procedure.

# Hotel Front Desk Procedures Manual

**Adel Ben Youssef,Pushan Kumar  
Dutta,Ruchi Doshi,Manohar Sajnani**

## **Hotel Front Desk Procedures Manual:**

## Whispering the Techniques of Language: An Emotional Quest through **Hotel Front Desk Procedures Manual**

In a digitally-driven earth where monitors reign great and instant communication drowns out the subtleties of language, the profound secrets and mental subtleties hidden within words frequently get unheard. However, nestled within the pages of **Hotel Front Desk Procedures Manual** a fascinating fictional value pulsating with fresh emotions, lies a fantastic journey waiting to be undertaken. Published by a talented wordsmith, this enchanting opus attracts readers on an introspective trip, delicately unraveling the veiled truths and profound affect resonating within the material of each and every word. Within the mental depths of this moving review, we will embark upon a honest exploration of the book is core themes, dissect its charming publishing fashion, and yield to the powerful resonance it evokes serious within the recesses of readers hearts.

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