Accomplishments Checklist

| Date: | | | | | |
|--------|----------------------------------|--|------------------|--------------|------------------|
| Based | lon | work observations for: | | | |
| | | (employee) | | | |
| Instru | | ons: Evaluate how well the employee pe ce. | erforms the | ese tasks in | the |
| | | | Above Average | Average | Below Average |
| Check | k-III | n. | | | |
| Greet | tine | guest. | | | |
| - A. | M | ake eye contact. | | | |
| B. | W | elcome the guest. | | | |
| Regis | ter | the guest. | | | |
| A. | Ve | rify guest's reservation information. | | | |
| В. | Ch | reate the registration record. | | | |
| | 1. | Ask the guest to verify the information on the card. | | | |
| | 2. | Point out the room rate on the card. (Don't say it out loud.) | | | |
| | З. | Ask the guest to sign the card. | | | |
| C | Assign the room and rate. | | | | |
| | 1. | Make room assignments based on guest's needs. | | | |
| | 2. | Accommodate/handle special requests when possible. | | | |
| | 3. | Explain special marketing programs offered by your property. | | | |
| D. | Establish the method of payment. | | | | |
| | 1. | Cash | | | |
| | | Secure positive identification (if required) and verify against the registration card. | | | |

Front Desk Lobby Manual

JG Myers

Front Desk Lobby Manual:

Decoding Front Desk Lobby Manual: Revealing the Captivating Potential of Verbal Expression

In a time characterized by interconnectedness and an insatiable thirst for knowledge, the captivating potential of verbal expression has emerged as a formidable force. Its power to evoke sentiments, stimulate introspection, and incite profound transformations is genuinely awe-inspiring. Within the pages of "**Front Desk Lobby Manual**," a mesmerizing literary creation penned with a celebrated wordsmith, readers attempt an enlightening odyssey, unraveling the intricate significance of language and its enduring affect our lives. In this appraisal, we shall explore the book is central themes, evaluate its distinctive writing style, and gauge its pervasive influence on the hearts and minds of its readership.

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