

FRONT OFFICE OPERATION MANUAL

Division	Rooms Division	Department	Front Office
Position	Senior Receptionist	Page 01 of 2	
Supervisor	Front Office Manager		
Applies To	Hotel Stella Maris Villasimius – Sardegna – Italia		
Prepared :	Sherif Noaman	Approved :	

Purpose:

Responsible to the Front Office Manager or Assistant Front Office Manager for the Supervising of the Front Desk Operation and Coordinate its Activities with other Hotel Departments, provide supervision to the reception staff, and interact and coordinate with the Hotel Guest as appropriate, cooperate with other front office sections and other Hotel Department through the assigned communication methods.

Duties & Responsibilities:

- Supervise the Guest Service Agents and Bell Staff , Responsible for their Good Appearance and Conduct.
- Supervise and participate in all activities related to the process of rooming Hotel Guests.
- Ensure that all Guests receive a courteous welcome upon check in.
- Ensure Proper Shift Hand Over , Revising the Shift Duties List completed Efficiently.
- Supervise and Coordinate room assignment with concerned Front Office Sections and other Hotel departments.
- Check all Registration Cards before Filing.
- Ensure that Billing Instructions are accurate and clear.
- Make Necessary arrangements for groups check in – Out.
- Ensure Proper Handling of O.O.O Rooms with Engineering and House keeping Departments.
- Prepare and submit all reports requested by the Front Office Manger.
- Handle Complaints with immediate action and through Proper follow up.
- Ensure Housekeeping reports are accurate and checked with the discrepancy reports.
- Acts as a Salesperson in order to maximize the Rooms revenue.
- Provides Inputs for Departmental Meetings.
- Establish and maintain effective employer relations.
- Supervise Room / Rate change closely.
- Ensure proper Handling of Guest Mail , Messages and Parcels.
- Ensure Proper Key Control.

Event Concierge Training Manual

Marco Cascella



Event Concierge Training Manual:

Event Concierge Training Manual: Bestsellers in 2023 The year 2023 has witnessed a remarkable surge in literary brilliance, with numerous compelling novels captivating the hearts of readers worldwide. Lets delve into the realm of bestselling books, exploring the fascinating narratives that have charmed audiences this year. Event Concierge Training Manual : Colleen Hoover's "It Ends with Us" This heartfelt tale of love, loss, and resilience has gripped readers with its raw and emotional exploration of domestic abuse. Hoover expertly weaves a story of hope and healing, reminding us that even in the darkest of times, the human spirit can succeed. Uncover the Best : Taylor Jenkins Reids "The Seven Husbands of Evelyn Hugo" This captivating historical fiction novel unravels the life of Evelyn Hugo, a Hollywood icon who defies expectations and societal norms to pursue her dreams. Reids captivating storytelling and compelling characters transport readers to a bygone era, immersing them in a world of glamour, ambition, and self-discovery. Discover the Magic : Delia Owens "Where the Crawdads Sing" This captivating coming-of-age story follows Kya Clark, a young woman who grows up alone in the marshes of North Carolina. Owens crafts a tale of resilience, survival, and the transformative power of nature, captivating readers with its evocative prose and mesmerizing setting. These bestselling novels represent just a fraction of the literary treasures that have emerged in 2023. Whether you seek tales of romance, adventure, or personal growth, the world of literature offers an abundance of captivating stories waiting to be discovered. The novel begins with Richard Papen, a bright but troubled young man, arriving at Hampden College. Richard is immediately drawn to the group of students who call themselves the Classics Club. The club is led by Henry Winter, a brilliant and charismatic young man. Henry is obsessed with Greek mythology and philosophy, and he quickly draws Richard into his world. The other members of the Classics Club are equally as fascinating. Bunny Corcoran is a wealthy and spoiled young man who is always looking for a good time. Charles Tavis is a quiet and reserved young man who is deeply in love with Henry. Camilla Macaulay is a beautiful and intelligent young woman who is drawn to the power and danger of the Classics Club. The students are all deeply in love with Morrow, and they are willing to do anything to please him. Morrow is a complex and mysterious figure, and he seems to be manipulating the students for his own purposes. As the students become more involved with Morrow, they begin to commit increasingly dangerous acts. The Secret History is a masterful and suspenseful novel that will keep you guessing until the very end. The novel is a warning tale about the dangers of obsession and the power of evil.

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