

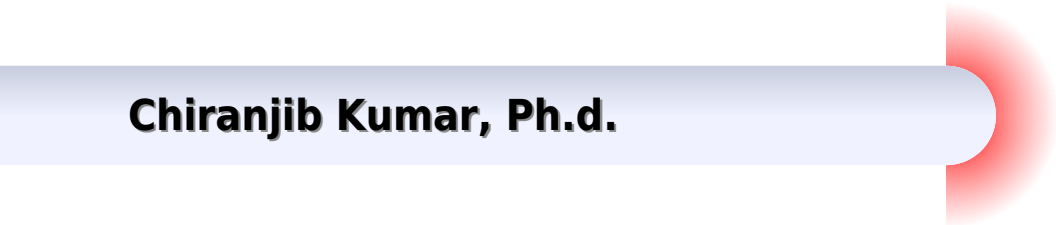
**Standard Operating Procedure No: 3**

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

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

# Front Office Operations Training Manual

**Chiranjib Kumar, Ph.d.**



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