RECEPTIONIST HANDBOOK

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RECEPTIONIST HANDBOOK

This Fruit care that't and Reception Service Agreement describes the protocols and procedures we have in place at (Company) for fruit line and reception staff to ensure that the duties and protocols of the julti-are clearly understood and that the customer experience is the best it can be.

OUR CUSTOMER SERVICE GUIDELINES & PROTOCOLS

SECTION 1

Front line staff and recogston staff who deal with the public are expected to stress nearly and professionally.

MORES DEVICES - Outside of breaks and lunch, one of mobile devices (including but not limited to sell phones, ensemplement, and tablets) for building or any other electronic chall function, personal conversations, interest access, or any other personal purpose is not allowed under any circumstances unless it is no urgent matter. It is not in the Company or the outsideer's best interest for our staff to use their motive devices while at work, Your mobile device must never be used, displayed, or make sounds during sourcing flours.

URGENT CALL if compone needs to get in touch with you for an urgent matter; they are welcome to call the main switchboard at any time. Eithey cannot get hold of anyone, they are welcome to call (INTER PURSONS NAME) on their call phone (CELLPRONE NUMBER), and they will be happy to perc on the minoage immediately.

Outputs of funch and breaks, PERSONAL USE OF COMPANY COMPANIESS, WITHOUT, OR ART OTHER COMPANY EQUIPMENT IS NOT ALLOWED UNDER ANY CRICUASTANCES. It is not in the Congumy or the customer's best interest for our staff to be working on personal matters while at work.

488M -Others should not know the presence of chancing gum.

DEALING WITH WALK-IN WISITORS

Acknowledge and welcome a violar or customer as associat as you can. Even if you are on the phone, make eye contact, smile, and try to communicate non-verticity that you are event they are there and you will be right with them.

CXCTOMER GREETING - When greeting a customer, or answering the phone, always, always intois and warmly say "helio." The to find an archor point to make a conversation connection. If you cannot find an archor point, it's bard not to fake it. Oroingenuous conversation or small talk can be a turn-off for some customers, and it may be bed to keep it professional. Use your judgment, but the default is always to warmly sell them. "How can it help you today?"

ATTEMPS: de friendly, professional, and calm at all times — and smile! We want customers to five good when they are dealing with us. Your attitude is essential. It says a lot about the Company and largely determines whether the person is front of us will become a repeat customer.

Even if you are having a load day, it is your job to ensure that customers are not aware of it and are dealt with in a positive manner at all times. Customers prefer not its hear about or feel regative energy from us.

Lappropriate, if you need to speak with commons are ploags existence to speak with your manager

stations at all times. If you are not familiar with a door, refer to them as Mr. DOI, Mrs. DOI, Miss it shelles using their first name is appropriate.

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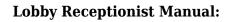
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Lobby Receptionist Manual

M Mark



Lobby Receptionist Manual: Bestsellers in 2023 The year 2023 has witnessed a remarkable surge in literary brilliance, with numerous engrossing novels enthralling the hearts of readers worldwide. Lets delve into the realm of bestselling books, exploring the engaging narratives that have charmed audiences this year. The Must-Read: Colleen Hoovers "It Ends with Us" This touching 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 triumph. Uncover the Best: Taylor Jenkins Reids "The Seven Husbands of Evelyn Hugo" This spellbinding historical fiction novel unravels the life of Evelyn Hugo, a Hollywood icon who defies expectations and societal norms to pursue her dreams. Reids absorbing 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 mesmerizing coming-of-age story follows Kya Clark, a young woman who grows up alone in the marshes of North Carolina. Owens spins a tale of resilience, survival, and the transformative power of nature, entrancing readers with its evocative prose and mesmerizing setting. These popular 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 compelling 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 wondering until the very end. The novel is a cautionary tale about the dangers of obsession and the power of evil.

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