

FREE FRONT OFFICE MANAGER

CHECKLIST

Front Office Manager

Name:	[Your Name]
Date:	June 16, 2055
Company:	[Your Company Name]

Guest Services:

- Prioritize exceptional guest services, ensuring a warm and welcoming atmosphere.
- Train front desk staff in customer service best practices and effective communication.
- Implement protocols to address guest inquiries, requests, and concerns promptly.

Reservation Management:

- Oversee the reservation system to optimize room bookings and occupancy.
- Collaborate with the reservations team to manage room availability and rates.
- Address any discrepancies in reservations and ensure accurate guest information.

Front Office Manager Guide

RJ Alexander



Front Office Manager Guide:

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