

# FREE FRONT OFFICE MANAGER

## CHECKLIST

### Front Office Manager

<b>Name:</b>	[Your Name]
<b>Date:</b>	June 16, 2055
<b>Company:</b>	[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

**David Baud**



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