

Front office operations

The front office functions:

- 1- Reservation
- 2- Registration
- 3- Room and Rate assignment
- 4- Guest service
- 5- Room status
- 6- Maintenance and Settlement of guest accounts
- 7- Creation of guest history records

The front office develops and maintains a comprehensive data base of guest information, coordinate guest service, and ensure guest satisfaction.

Training Guide For Front Office Operations

Sue Baker,Pam Bradley,Jeremy Huyton

Training Guide For Front Office Operations:

Front Office Operation Chiranjib Kumar, Ph.d.,2016-07-03 Front Office is one of the major revenue producing department in the hotel Whether hotel is small or big it requires front office to run the business smoothly without any trouble Front office not only sells the rooms of the hotel but also sells other services offered by the hotels It is controlling centre of movement of guest inside the hotel Most of the hospitality and tourism business requires well managed front office to delegate the work in proper way The book is based on extensive research on front office operation in Hospitality and Tourism services It is prepared to meet with requirement of front office personnel in challenging scenario of hotel operation It covers almost all important aspects of Front office operation as per the demand of hotel industry It provides an opportunity to become true Front Office professionals The book contains simplicity in diversity and touches almost all the important points which are required to understand the concept of Front office operation and management that is reservation check in to check out and further leads to the advance stage that is Night Audit Revenue Reports PMS GDS Hotel Statistic Reports Room Forecasting yield management sales promotion resorts and cruise and other aspects It includes various procedures of front office starting from check in to check out and arrival to departure

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Tanji,2013-08-06 Recommended Download Ebook Version PDF of this book fromhere <http://www.hospitality-school.com/training-manuals/front-office/> Front Office or Front Desk of a hotel is the most important place It is treated as the nerve center or brain or mirror of the hotel The first hotel employees who come into contact with most guests when they arrive are members of the front office These people are mostly visible and assumed mostly knowledgeable about the hotel Hotel Front Office Training Manual with 231 SOP 1st edition comes out as a comprehensive collection of some must read hotel restaurant and motel front office management Standard Operating Procedures SOP and tutorials written by hospitality school com writing team All contents of this manual are the product of Years of Experience Suggestions and corrections Efforts have been made to make this manual as complete as possible This manual was made intended for you to serve as guide Your task is to familiarize with the contents of this manual and apply it on your daily duties at all times Bonus Training Materials Read 220 Free Hotel Restaurant Management Training Tutorials from Here <http://www.hospitality-school.com/free-hotel-management-training/>

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training and development programs and front office accounting procedures will also be covered extensively Furthermore we will examine the coordination between front office and housekeeping departments as well as marketing and sales strategies aimed at maximizing occupancy and revenue Quality assurance initiatives and guest satisfaction surveys will be highlighted to underscore the importance of maintaining high standards of service excellence Finally we will discuss emerging trends in front office management and how hoteliers can adapt to meet the evolving needs of the industry Whether you are a seasoned hotelier looking to enhance your front office operations or a newcomer seeking to gain insights into this critical aspect of hotel management this book is your ultimate guide to mastering front office management in the hotel industry

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