



GUEST SERVICES TRAINING MANUAL

GROUND RULES

- Remember to always smile and treat guests with respect. Greet every guest as they pass the front desk. We strive to provide outstanding customer service to everyone that we come in contact.
- Please be on time. Tardiness puts stress on your co-workers, so please be considerate of each other.
- All changes to scheduled shifts must be approved by the GM prior to switching.
- Everyone must wear proper uniforms and nametags. Quality Inn polo, black or khaki pants (no capris) and closed-toed shoes. Clothes must be properly cleaned and pressed.
- The lobby, front desk area, and the back office are the responsibility of the front desk staff. All surfaces must be clean, floor vacuumed, and windows cleaned constantly during out shifts. The first impression for our guests needs to be positive.
- You must stay behind the desk at all times. You may sit in the office chairs when no one is in the lobby. Anytime there is anyone in the lobby, all front desk agents must be standing. Studying or reading is permitted as long as no one is in the lobby and the studying materials are concealed from guests' view. The only time you may leave the front desk is to use the restroom or for hotel duties. You may eat your meals quickly in the breakfast area while business is slow.
- Employees are not allowed to use any hotel computers at all for personal matters. Personal Notebook Computers are not to be used or brought to work. Only paying guests with room key may use the guest computers. Again staff may not use these computers for personal matters unless authorized by the GM.
- Employees and/or their friends may not eat any items from the breakfast bar. It is the Front Desk Staff's duty to monitor this. Coffee is the only item permitted for staff.
- Personal phone calls over 1 minute are not allowed. Cell phones and pagers are not be used while on duty.
- You must learn the entire front desk manual and follow checklists daily.

Hotel Service Training Manual

**Food and Nutrition Information Center
(U.S.)**



Hotel Service Training Manual:

Customer Service Skills Training Manual for the Hospitality Industry Reba Haley, 2015-01-15 The training manual is written for those who work in airlines cruise lines hotels motels resorts clubs bars and restaurants Hospitality and tourism workers help people enjoy vacations and entertainment activities Commitment communication and computer skills and enthusiasm are skills employees need to make customers happy and satisfied The hospitality skills include role play activities assessments telephone etiquette customer service exercises checklists and group activities Trained employees can increase revenue and customer satisfaction <https://www.icigroupintl.org> *Hotel Front Office Training Manual with 231 SOP* Hotelier Tanji, 2013-08-06 Recommended Download Ebook Version PDF of this book from here <http://www.hospitalityschool.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.hospitalityschool.com> free hotel management training *Hotel Room Service Training Manual* Hotelier Hotelier Tanji, 2016-06-12 Download *Hotel Room Service Training Manual* We are highly recommending to get the PDF version from author s web site <http://www.hospitalityschool.com> training manuals hotel room service Why you Must Buy this Amazing Guide *Hotel Room Service Training Manual* 1st edition is by far the only available training manual in the market written on room service department Here we have discussed every single topic relevant to room service operation From theoretical analysis to professional tips we have cover everything you would need to provide run successful room service business Here are some features of this book In depth analysis on room service department of a hotel or resort Detail discussion on professional order taking order delivery tray table setup with pictures etc Practical training like list of questions to be asked delivery time estimation technique etc A complete chapter on dialogue that should help readers to imagine real life situation A whole chapter on different forms documents used in room service department If you wish to work in room service then you must buy this book As said before there has been no single training manual written on this topic to meet the requirement of this sophisticated business *Hotel Room Service Training Manual* from Hotelier Tanji is the very first book of its kind What is Room Service in Hotel Room service or in room dining is a particular type of service provided by hotel resort or even cruise ship which offers guests to

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