

# Hotel Frontoffice Operations Manual

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introduction of front office dept The Front Office function of a Hotel is to act as the public face of the hotel, primarily by greeting hotel patrons and checking in

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Policy Name: General Rules & Regulations Effective Date: 01 June 2006 Revised Date: Nil Applicable : All Staff

Forms to use: Nil Refer to : Nil Policy It is the

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### **Front office - wikipedia, the free encyclopedia**

Front office/reception is the the first place where guests/customers arrive and come in touch with the staff. Front office/ reception is the mirror of the hotel.

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