



# Hotel Front Office Training Manual with 231 SOP: Professional Front Office Management Guide for Hoteliers & Hospitality Students

By Hotelier Tanji

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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.

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About the Author

Hotelier Tanji is the owner of world's most popular free hotel management training blog <http://www.hospitality-school.com>. She and her team run this hotel management training blog to educate young hospitality professionals. Hospitality School (<http://www.hospitality-school.com>) is world's leading free hotel management training blog that publishes hundreds of free training tutorials from 2010. Our expert writing team has produced hotel & restaurant management training tutorials, lectures and Standard Operating Procedures (SOP) for our readers. Thousands of people visit this blog daily to get free & high quality academic and professional training. It doesn't matter whether you are a hotel management student or a new hospitality worker or a job seeker or even an experienced hotel staff-this site will be suitable and helpful for you all. Our Current Training Manuals: 1: 170 Hotel Management Training Tutorials 2: Hotel Front Office Training Manual with 231 SOP 3: Hotel Housekeeping Training Manual with 150 SOP 4: Professional Waiter & Waitress Training Manual with 101 SOP 5: Hospitality Career Opportunities: Learn Secrets to Get Jobs in Hotels, Restaurants & Motels Our Upcoming Training Manuals: 1: Professional Business English for Hotel & Tourism Industry 2: Effective Guest Complaint Handling Techniques in Hotel & Restaurant 3: Hotel Room Service Training Manual You should be happy to know that these books are also available in eBook format. Check this link: <http://www.hospitality-school.com/training-manuals> Besides these training manuals, the team has written 200+ free hospitality management training tutorials in their blog. Read those from here: <http://www.hospitality-school.com/free-hotel-management-training> Keep visiting the blog every week

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