

Download Administrative Front Desk Operations Guide

A hotel front desk agent represents the first point of contact with guests and handles all stages of a guest's stay. A typical day as a hotel front desk agent, involves registering/booking guests in and out of their rooms, while accommodating any special requests. During check-in, a front desk agent will verify a guest's method of payment and run a background credit check. These resources support Quality Family Planning recommendations related to the provision of contraceptive services for clients who wish to delay or prevent pregnancy.