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# Example of Hotel Front Desk Job Description

Our innovative and growing company is looking for a hotel front desk. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for hotel front desk

* Touch base regularly with front desk spa staff to review sales goals, hotel occupancy, daily update of spa and hotel
* Follow departmental “Best Practice” and help create new “Best Practices”
* Ensure Front Desk area remains organized and neat
* Maintains Reservations Office procedure when Reservations Office is closed
* Prints registration cards for same day reservations
* Maintains a cash float for use with guest payment of accounts and foreign currency exchange
* Makes sure all departure with account to company have supporting documents attached
* Solicits Guest Satisfaction Survey and pass them into the Guest Relations Manager or the Duty Manager
* Reads, initial and appropriately file all incoming memos, promotional material and reports
* Carries out a weekly inventory of office supplies and prepares a requisition for approval

## Qualifications for hotel front desk

* While performing the duties of this job, the employee frequently works in outside weather conditions and is frequently exposed to wet and/or humid conditions
* Associate may be asked to travel to cover additional sites during the Manager's absence
* Part Time, 4pm - 10pm week-days and week ends
* Preferred applicant will have LMS experience
* Able to clearly transfer and demonstrate job duties to staff for the purposes of training and instruction from written and verbal sources
* Process payments for departing guests