

## Burlington Hotels Cheap

Burlington Hotels Cheap - The hotel receptionist is the individual or individuals who work at the front desk of a hotel. Their job is to greet visitors upon arrival and address any issues they might come across in their stay. Sometimes the hotel receptionists are referred to as front desk clerks. Nearly all hotels prefer that their receptionists have the equivalent of a diploma in high school, however, a few may prefer they have an associate's degree in hotel management or business.

In a typical day of work, a hotel receptionist would most likely take reservations when potential guests call or answer any questions they might have. They would have to be sufficient at maintaining records and maybe even create and use a filing system. It is essential that the hotel receptionist can keep their work place very clean since it is the first area a guest will see when they enter the hotel. Once the visitor arrives, the receptionist will complete the check-in process by taking license plates, credit card and other personal details.

The receptionist will assign the guest to a room, explain hotel policies about any meals included and check out times and create a key. To be able to accept payments for the guest's stay, the receptionist would need to have a cash drawer and know how to operate debit and credit card machines. The receptionist must also set up a charge account for the guests to use in their stay so they could charge items such as phone calls, room service and mini-bar treats to their rooms and pay for everything when checking out.

Visitors can call down to the front desk or stop by if they have any queries or issues. The hotel receptionist is available for answering questions throughout the duration of their stay. If the visitor has any issues, the receptionist must be capable of handling the problem herself or be able to direct the visitor to somebody else like for example a manager to be able to solve the issue. Once the guests are ready to check out, the receptionist will accept and process final payment for their rooms and their services. This is a great time for the receptionist to receive any feedback from the visitor and hear any improvement, suggestions or compliments.

To be able to be skilled in this position, hotel receptionists need to have good math and computer skills. They have to be able to provide excellent customer service and strive to maintain rapport so they can hopefully see repeat business from happy customers. The hotel receptionist is normally amongst the few hotel employees who interact with visitors throughout their stay; hence, it is vital that they represent the establishment properly. A lot of hotels provide 24 hour front desk service, and shifts could range significantly. Hotel receptionists could work full or part time and could be promoted into a managerial position eventually if they excel carrying out their job.