

	<b>RESOURCE LIBRARY</b> <b>STRUCTURE &amp; ORGANISATION</b> <b>Job Description</b>	<i>CODE:</i> 02.04.201 <i>EDITION:</i> 1 <i>PAGE</i> 1 OF 4
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<b><u>Title:</u></b>	<b>Executive Sous Chef</b>
职位:	行政副总厨
<b><u>Department:</u></b>	<b>Main Kitchen</b>
部门:	主厨房
<b><u>Hierarchy:</u></b>	<b>Reporting to Executive Chef</b>
汇报对象:	行政总厨
<b><u>Direct Subordinates:</u></b>	<b>All Chefs in all departments</b>
直接下属:	各部门厨师长
<b><u>Indirect Subordinates:</u></b>	<b>All chefs</b>
间接下属:	所有厨师
<b><u>Category/Level:</u></b>	<b>L3</b>
类别/级别	3级

#### **Scope/职能范围:**

- The Executive Sous Chef is second in charge of the kitchen operation; his duties are both administrative and productive. The Executive Sous Chef has to be creative, well organized & flexible and should have a good sense of quality in taste and presentation.  
行政副总厨主要负责厨房运营；包括管理以及出品。该岗位要求其赋予创造力，良好的组织能力以及灵活性，并且有良好的味道以及品相鉴赏能力。

#### **Responsibilities and Obligations/责任及义务:**

- Coordination of all kitchens in tower I & II, effective communication and strict organization.  
协调所有厨房工作，保持高效的沟通以及严格的组织。
- Maintain all kitchens & storage facilities in perfect working condition and a hygienic status of the highest standard.  
将厨房以及仓库设施保持在良好的工作条件以及最佳的卫生状态。
- Planning, budgeting & purchase of products; quality control of delivered goods and their correct storage  
准备出品计划，预算以及采购；确保产品的质量把控并正确存放。
- In charge of BQT coordination & preparation, development of BQT menus.  
负责宴会协调，准备并开具宴会菜单。
- Develop, implement and maintain restaurant & lounge menus, buffet themes & specialty / banquet menus  
准备，执行并维护餐厅，酒廊，主题自助以及特色宴会菜单。
- Cost Control on hand of recipe preparation, price comparisons & inspections during the preparation process  
在准备期间控制菜谱成本，进并价格比对及监督。
- “Hands-on” in the food production, front & back of the house  
参与出品，厅面以及厨房各项工作。
- Establish training programs both on the job and in the class room

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准备在岗以及脱产培训课程。

- Ensure health & safety of food storage, preparation & service.  
确保食品仓库, 菜品准备及服务的卫生及安全。
- Collecting and maintaining of all HACCP related documentation
- 汇总并将所有危害分析和关键环节控制点相关文件存档。
  - To liaise and coordinate with other supporting departments, Food Beverage, Human Resources, Engineering, Housekeeping & Finance  
与所有其它支持部门, 餐饮部, 人力资源部, 工程部, 客房部以及财务部互相沟通和协调。
  - Manage the office while the absence of the Executive Chef  
行政总厨不在岗时管理办公室事务。
  - Establish & maintain duty rosters  
建立并更新排班。
  - Prepare evaluations and appraisals for kitchen staff, acting as a good motivator as well as firm regulator.  
为所有厨房员工进行评估, 并将员工鼓励作为固定事项。
  - Coordinating & driving monthly kitchen & back of the house inspections with all supporting departments  
协调并组织与所有后勤部门对厨房以及后勤区域进行检查。
  - To manage correspondence in English as required  
需要时用英文进行沟通。
  - Act as Chef Tournant substituting Chefs on leave  
在厨师不在岗时作为流动厨师代替其工作。
  - Monitors and/or maintain quality control standards.  
监管并维护质量标准。

#### **Security, Safety and Health/保障, 安全及健康:**

- Maintains high confidentiality in regards to guest privacy.  
关于客人隐私, 保持高度机密性。
- Reports any suspicious behaviour of guests and staff to the General Manager and Security.  
如遇客人或员工有任何可疑行为, 及时向总经理及安保部门反映。
- Notifies housekeeper regarding lost and found objects.  
遇到任何遗失物品, 及时告知客房部。
- Ensures that all potential and real hazards are reported appropriately immediately.  
适时及时地报告任何潜在或真实的危险。
- Fully understands the hotel's fire, emergency, and bomb procedures.  
熟知酒店火灾, 紧急情况以及爆炸疏散预案。
- Follows emergency procedures to provide for the security and safety of guests and employees.  
遵守所有紧急疏散预案, 以保证客人及员工安全。
- Works in a safe manner that does not harm or injure self or others.  
以文明安全的方式工作, 避免伤及自身及他人。
- Anticipates possible and probable hazards and conditions and notifies the Manager.  
预见可能的危险或情况, 并及时告知管理人员。

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- Maintains the highest standards of personal hygiene, dress, uniform, appearance, body language and conduct. 保持最佳个人卫生，着装，仪容仪表，肢体语言状态及行为。

#### **Competencies/能力要求:**

- Strong multiple cuisine skills to support and be the basis for restaurants reputation and you are pro-active in the workplace in regards to all facets of food service. Furthermore is the candidate proficient with HACCP standards.  
扎实的菜品烹饪技能，能够作为餐厅推广的基础力量，积极参与菜品服务过程相关的各个环节。同时必须具备危害分析和关键环节控制点知识。
- Culinary degree from an accredited culinary school/college with a minimum of 6 years experience in a 5 star hotel, resort, cruise ship or high profile restaurant environment. At least 3 years experience as Sous Chef in a 5 star environment preferably in a multi nationality setting.  
获得烹饪学院证书，并且在5星级酒店，会所，游船或者高档餐厅至少6年工作经验。至少三年5星级大酒店副厨师长工作经验。
- Leadership skills and motivational techniques in order to maximize employee productivity and satisfaction in the kitchen department.  
良好的领导能力，能够激励员工获得最大产出，确保厨房工作满意度达到最高。
- Knowledge of supplies and equipment. Proven ability in food ordering, food cost control and inventory control.  
良好的产品以及设备知识，良好的食材订购，成本控制以及物资盘点能力。
- Proven knowledge of the latest culinary quality standards and trends in China  
了解中国最新的菜品质量标准以及潮流走向。
- Proven track record in planning, organizing and developing large banquets, buffets and events.  
老到的大型宴会，自主，活动策划，组织能力。
- Good command of English.  
良好的英文会话能力。

#### **Interrelations/互相联系:**

Contact with Food and Beverage, Banquet department and Restaurant management.  
与餐饮部，宴会部门以及餐厅管理人员保持沟通。

#### **Work Conditions/工作条件:**

Regular hours with extra times occasionally.  
日常工作时间，偶尔伴有加班。

Date : \_\_\_\_\_  
日期

Reviewed By : \_\_\_\_\_  
审核人

Approved By : \_\_\_\_\_  
审批人

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I \_\_\_\_\_ understand and agree to the above Job Description and that as a policy of XYZ Hotels & Resorts, it is the responsibility of all Employees, to be both willing to teach, in order to help colleagues reach their full potential and willing and accepting to learn, in order to progress and improve personal abilities, resulting in maximum guest satisfaction.

本人\_\_\_\_\_已了解并认可以上岗位职责，并知晓此岗位职责将作为海拉尔百府悦酒店的政策方针。乐于教授及乐于并接受学习是所有员工的职责。教授将帮助我们的同事发挥他们自身最大的潜能；乐于并接受学习将发展并提升个人技能。两者的最终目标是谋求最大的客人满意度。

Employee Signature  
员工签字

Date  
日期