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<b><u>Title:</u></b> 职位	<b>Senior Sous Chef</b> 高级主厨
<b><u>Department:</u></b> 部门	<b>Main Kitchen</b> 厨房
<b><u>Hierarchy:</u></b> 汇报对象	<b>Reporting to Executive Chef</b> 行政总厨
<b><u>Direct Subordinates:</u></b> 直接下属	<b>Chef de Partie, Demi Chef de Partie</b> 厨师主管, 厨师领班
<b><u>Indirect Subordinates:</u></b> 间接下属:	<b>Commis I, Commis II, Commis III</b> 1级厨师, 2级厨师, 3级厨师
<b><u>Category:</u></b> 级别	<b>L4</b> 4级

**Scope/职责范围:**

- The Senior Sous Chef is in charge of the production & restaurant kitchen operation; his duties are both administrative and productive. The Senior Sous Chef has to be creative, well organized & flexible and should have a good sense of quality in taste and presentation.  
高级主厨负责餐厅厨房的出品以及运作；主要职责为管理及出品。同时该岗位要求创新，具备良好的组织能力以及灵活性，需要良好的味道及品相鉴别能力。

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

- Kitchen staff organization, training, monitoring & motivation  
负责对厨房员工的组织，培训，监督以及鼓励。
- Establishing, executing and monitoring production plans and procedures.  
建立，执行并监督产品计划以及流程。
- Implement and maintain restaurant & lounge menus, buffet themes & specialty menus  
执行并保持现有餐厅及酒廊菜单，主题以及特色自助菜单。
- Cost Control by actively supervising the production & service process  
通过日常对出品以及服务流程的监督对成本进行控制。
- “Hands-on” in the food production, front & back of the house  
亲自参与食品的出品，无论是在一线或是后勤。
- Dominating presence front of the house, supervising buffets & cooking stations, guest interaction  
巡视厅面情况，督导自助及烹饪展台，了解宾客反馈。
- Training of staff based on the culinary & hygiene program (HACCP)  
对员工进行危害分析和关键环节控制点培训。
- Product supervision regarding health & safety from food storage to preparation & service  
在产品出品过程中全程监督食品出库，准备直至服务整个流程，对卫生安全进行把关。
- Product and recipes development  
产品及菜谱开发。
- Liaising and cooperating with outlet service managers to ensure proper and effective flow of information  
与餐厅经理互相联系，合作，确保所有信息得到良好有效的传达。

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- Prepare evaluations and appraisals for kitchen staff  
为厨房员工进行评估。
- To manage correspondence in English as required  
根据要求使用英文进行沟通。
- Manage and lead all Food operations including the culinary and stewarding areas.  
管理并带领整个餐饮运营团队，其中还包括烹饪及管理部区域。
- Demonstrate purchasing, stock control skills and cost control effectiveness. Implementation of guest / market oriented menus.  
有效管理采购，库存管理以及成本控制。执行宾客喜爱，顺应市场潮流的菜单。

#### **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。
- 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:**

- Excellent Knowledge of Food Safety and Hygiene Management / HACCP standards.  
扎实的食品安全及卫生管理知识/熟悉危害分析和关键环节控制点标准。
- Knowledge of various styles of cuisines, creative with recipe / menu planning and quality driven with outgoing personality, adaptable and enjoying direct guest contact.  
具备各类菜系知识，善于创新食谱/菜单，能够把控食品质量，良好的个性，能够适应并且乐于与食客沟通。
- Good command of English.  
良好的英语语言能力。
- Five star international properties experience and at least 2 years experience in a similar position and know how of multiple cuisine styles.  
在国际五星级酒店同岗位至少两年工作经验，了解各种菜系。
- Leadership skills in guiding a brigade of 20 chefs.

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具备管理20名厨房员工的领导力。

- Must be self driven and have a passion for creativity as it relates to culinary trends.  
自我进取，并且具备创新菜品的热情。

#### **Executive Duties/行政职责:**

To assume the functions and responsibilities of Duty Manager in accordance with the Hotel's Duty Manager's Roster.

根据酒店值班经理轮值表，承担值班经理职能及职责。

#### **Interrelations/相互联系:**

Contact with all service managers.

与所有服务经理联系。

#### **Work Conditions/工作环境:**

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

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

\_\_\_\_\_  
Date

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员工签字

日期