

<b>INNARCHIVE</b> .com	<b>RESOURCE LIBRARY</b> <b>STRUCTURE &amp; ORGANISATION</b> <b>Job Description</b>	<i>CODE:</i> 02.04.203
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**Title:** **Pastry Head Chef**  
职位 饼房厨师长

**Department:** **Main Kitchen**  
部门 厨房

**Hierarchy:** **Reporting to Western Chef/Executive Chef**  
汇报对象 向西餐厨师长

**Direct Subordinates:** **Chef de Partie, Demi-Chef de Partie**  
直接下属 厨房主管, 厨房领班

**Indirect Subordinates:** **Commi I, Commis II**  
间接下属 1级厨师, 2级厨师

**Category:** **L4**  
级别 4级

**Scope/职责范围:**

- The Pastry Head Chef is in charge of the pastry production kitchens; his duties are productive and coordination. The Pastry Head Chef has to be creative, well organized & flexible and should have a good sense of quality in taste and presentation.  
饼房厨师长主要负责所有包饼的出品, 主要职责为生产及协调。该岗位要求其具备创新能力, 良好的组织能力, 灵活度, 以及良好的食品品相鉴别能力。

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

- Responsible for directing, supervising and leading in the preparation of all pastry products in the kitchen in accordance with the menus and function sheets.  
根据菜单以及功能需要负责进行饼房生产工作的指导, 监督。
- Responsible for checking on work in progress assuring final products meet company standards.  
负责检查所有正在进行的工作, 确保产品质量达到酒店标准。
- Directly responsible for implementing and executing food handling and cleaning procedure in accordance with hotel standards in the pastry.  
直接负责产品的制作, 处理, 并确保卫生程序符合酒店饼房卫生标准。
- Is actively involved in daily pastry production while directing, supervising, assisting and training all employees assigned to the pastry. Works to build a good working team.  
在指导, 监督, 协助或培训员工时, 亲自参与饼房产品的制作。与团队建立良好的工作关系。
- Responsible for checking that quantity and quality of items ordered from stores are received and stored in proper condition according to hotel procedures and thereafter used in the proper way according to standard recipes.  
负责检查来自仓库的产品质量以及数量, 确保根据酒店程序将物品存放在恰当的环境中, 并且根据标准菜谱正确使用食材。
- Responsible for ensuring that proper work and cleaning methods are being followed in order to produce and serve safe, wholesome, high quality and attractive food for guest.

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确保产品生产流程的正确性以及卫生程度，为宾客提供安全，卫生并且诱人的产品。

- Executes orientation and training of the department.  
准备部门入职培训以及日常培训计划。
- Develops employees to maximize potential and prepares for future promotional opportunities.  
激发员工的潜能，并为其创造升职的机会。
- Prepares and bakes a variety of pastries, rolls and/or other baked goods in a high volume premium quality setting. Proven knowledge of the latest culinary/pastry quality standards and trends.  
确保饼房产品的多样性，以及高质量。了解最新的糕点流行趋势。
- Works closely and cooperates with superiors, colleagues and subordinates in order to achieve the highest possible guest satisfaction from the products served and communicates all pastry matters directly to the Executive Chef or Western Chef.  
与上级，同事，下属维持密切的工作以及合作关系，确保获得最佳的宾客满意度。与行政总厨及西餐厨师长就饼房的事宜进行沟通。
- Must be self Driven and have a passion for creativity as it relates to culinary trends.  
具有上进心，并且对创新菜品具备热情。

#### **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：**

- Culinary degree from an accredited culinary school/college with a minimum of 5 years experience in a 5 star hotel, cruise ship or high profile restaurant.  
具备烹饪学校的证书，至少5年五星级酒店，游船或高档餐厅工作经验。

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- Possess leadership skills and motivational techniques in order to maximize employee productivity and satisfaction in the pastry department.  
具备良好的领导才能以及鼓励方式，确保包饼房的出品以及员工效率达到最高。
- Good command of English.  
良好的英语语言能力。

**Interrelations/互相联系:**

Contact with Executive Chef, Western Chef.  
与行政总厨,西餐厨师长保持联系

**Work Conditions/工作条件:**

Regular hours with extra times occasionally.  
正常工作时间，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  
员工签字

Date  
日期



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