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Title: 职位	Chinese Head Chef 中餐厨师长
Department: 部门	Main Kitchen 主厨房
Hierarchy: 汇报对象	Reporting to Executive Chef 向行政总厨汇报
Direct Subordinate: 直接下属	1st Wok, 1st Chopper, Dim sum Chef, BBQ Chef, 1st Steamer 头锅, 头砧, 点心师, 烧腊, 上什
Indirect Subordinates: 非直接下属	All Chefs of Chinese Kitchen 中厨房所有厨师
Category: 级别	L3 3级


Scope/职能范围:

- To ensure optimized food quality & presentation with efficient and reasonable food cost, along with up to date food presentation. Control labor cost and complies with local and BHI hygiene regulations and requirements.
在高效、合理的食品成本的基础上保证食品质量及品相。管理劳动成本并且始终遵守当地及巴伐利亚国际酒店卫生准则及要求。

Responsibility and Obligations/责任及义务:

Administration行政管理

- Report directly to the Executive Chef.
直接向行政总厨进行汇报。
- Provide functional assistance and direction to Kitchen operation.
协助并指导厨房的工作。
- Coordinate functions and activities with other F/B departments.
协调于各部门的关系, 并搞好各种活动。
- Maintain interdepartmental working relationships.
保持良好的内部工作关系。
- In cooperation with the Executive Chef, within the limits of established policies, procedure and F/B recipes oversee and direct all aspects of Chinese Kitchen, Banquets operation and Room Service meals
根据饭店的规章、制度及餐饮部的要求, 在行政总厨的配合下, 指导中厨房、宴会厨房、旋转厨房的所有员工和各方面的工作。
- Responsible for the preparation of menus under the direct supervision of the DFB, taking into consideration of the following: -
在行政总厨的指导下, 负责菜单的准备工作, 并考虑以下各项:
 - Local requirements 当地需求
 - Market needs 市场需求
 - Competition 竞争情况

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- Trends趋势
- Potential costs潜在成本
- Availability of food products货源情况
- Merchandising and promotion销售及促销
- Inspect perishable food items received for quality control.
根据行政总厨的要求，监查购入货物的品质。
- Produce up to date Banqueting standard Recipe File for all food items on the menus including:
在制定宴会厨房食谱标准时，要考虑到以下各项：
Sales history, Actual Cost, Potential Cost, Benefit
销售记录、实际成本、潜在成本、利润
- Responsible for the preparation, production, presentation of all Chinese dishes and ensure highest quality at all times.
负责所有中餐的准备、烹饪及装饰工作，以达到最高的质量标准。
- Check stock and products.
检查存货及成品。
- Check food items prepared by his subordinates and correct any mistakes immediately.
检查所有食品的准备情况，发现问题，马上纠正。
- Have knowledge of all cooking ingredients, techniques, preparation and equipment in his sections.
清楚所有食品的配料、技巧、烹饪方法及设备等方面的知识。
- Being alert and enforcing energy saving ideas and plans.
注意节约。


Responsibilities 财务和收益职责

- Supervise the function of all Chinese Kitchen employees, facilities, and cost, hence contributing to maximizing the overall F/B department profit.
监督所有中厨房和宴会厨房、旋转厨房员工的工作，控制所有设施及成本，尽可能增加餐饮部的利润。
Control and analyze on an on-going basis as following:
控制并分析以下各项:

Quality levels of production and presentation.	饭菜质量及外观
Guest satisfaction.	客人满意程度
Merchandising and Marketing.	销售及促销
Operating food cost.	饭菜成本
Cleanliness, sanitation, hygiene.	干净、卫生、清洁。

Training and Human Resources 培训和人力资源管理职责

- Check punctuality of all staff assigned to him.
检查所有员工的考勤。
- Supervise the staff to maintain good grooming and standard of uniforms.
监督员工的仪容仪表。
- Interview potential candidates, select and propose for Exec. Chef. Approval, perform appraisal, orientation and suspension if necessary.
面试应聘者，挑选合试的人员，向行政总厨申请批准，以及对员工进行表扬，熟悉环境及停职等方面的工作。
- Establish and maintain effective employee relations in his section.

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建立和保持内部良好的人际关系。

- Develop formal training plans and conducts on the job training sessions to the staff assigned to him.
制定正式的培训计划并指导厨房员工的培训。
- Ensure induction and department or job specific training is provided for all employees, contractors and volunteers.
保证向所有的员工、合同商以及自愿者进行入职培训和部门或岗位培训
- Ensure wherever possible that employees are provided with a work place free of discrimination, harassment and victimisation.
确保为员工提供没有歧视，没有性别骚扰和欺骗的工作环境。
- Treat complaints of harassment and discrimination promptly and confidentially.迅速并在保密状态下处理关于性别骚扰和歧视的投诉。
- Treat customers and colleagues from all cultural groups with respect and sensitivity.尊敬并机敏地对待酒店宾客和同事。
- Identify and deal with issues which may cause cross cultural conflict or misunderstanding.识别并处理会引发文化冲突和误解的问题。

Guest Service Responsibilities 宾客服务职责

- Attend to specific guests as required.
关注客人的要求。
- Interact with individuals outside the hotel including but not limited to, clients, suppliers, government officials, competitors and other members of the local community.
根据要求，会见饭店外的客人、供货商、政府官员、同行及其他人员。
多样菜系烹调能力。

Replacement & Temporary Mission 替代和临时责任


- It is a company policy that the Chinese Chef may be sent for a temporary assignment within China or abroad to a sister hotel or Food & Beverage related establishment.
公司规定，助理行政总厨可能会被暂时派往国内或国外的姊妹饭店工作。
- Perform any other duties as assigned by the Executive Chef or management.
履行行政总厨或资方指派的其他职责。

Miscellaneous 多方面的

- Ensure that Department Safety Procedures and other safety information are prepared and complied with.
保证部门安全程序和其它的安全信息已准备好并进行相应地执行。
- Ensure that Department safety plans are developed in consultation with employees.
保证部门安全计划同员工一起协商后不断改进。
- All Staff are required to comply with every reasonable request from their hierarchical supervisor(s) within an amount of time that it takes to comply under normal circumstances. 在正常情况下，所有大使需要遵守上级在一定时间内指定的每一项合理要求。
- All Staff may be assigned to other duties in the hotel as and when required by business levels.所有大使都可能因为生意情况被分派完成酒店的其他工作职责。

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。

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- 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 Chinese brigade.
具备管理中厨房员工的领导力。
- 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。

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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