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<u>Title:</u>	Wok Head Chef
职位:	炒锅厨师长 (头锅)
<u>Department:</u>	Kitchen
部门:	厨房
<u>Hierarchy:</u>	Head Chef
汇报对象:	中厨厨师长
<u>Direct Subordinates:</u>	Wok 2nd
直接下属	二锅
<u>Indirect Subordinates:</u>	Wok 3st, Wok 4st
间接下属:	三锅, 四锅
<u>Level:</u>	L4
级别:	4级

Scope:

职能范围:

- Under the guidance and supervision of the Head Chef, within the limits of established policies, procedures and Food & Beverage recipes, oversees and directs all aspects of the Chinese kitchen Wok operation.

根据饭店的规章制度和餐饮部的要求, 在中厨厨师长的指导下, 负责中厨房炒锅各方面的工作。

Responsibilities and Obligations:

责任及义务:

- Executing in all food sauteed, wok-fried and help to run the station that he is assigned to efficiently.
进行灶台食品加工工作, 以保证本部门工作有效开展。
- Assist supervisor to run the wok station efficiently.
协助上级有效开展灶台工作。
- Obtain requisitioned goods from the storeroom.
从仓库接取物品。
- Stock food items neat in shelves and fridges.
把食品整齐摆放在货架上和冰箱内。
- Keep the section that he is assigned to in good working order.
保持本部门工作场地干净、整齐。
- Assist in cleansing utensils and equipment.
协助清洗设备及用具。
- Work accordingly to standard recipes.
根据标准的烹饪方法制作。

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- Keep good relationships with all staff at all times.
和所有员工保持良好的关系。

Security, Safety and Health

保障、安全与健康

- 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，及时向总经理以及安保部门汇报。
- 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.
适时及时的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.
遵守所有紧急疏送预案，以保证客人以及员工安全。
- 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：

- Five star international properties experience and at least 1 year experience in a similar position and know-how with multiple cuisine styles.
在五星级酒店同岗位至少一年工作经历，并且熟知多种烹饪风格。
- Excellent team player, dedicated & energetic.
优秀的团队合作能力，敬业并且充满活力。
- Good command of English and one other language.
良好的英语能力，并且掌握其他一门语言。

Interrelations: Report directly to the Chinese Chef.

相互联系：直接向中厨厨师长汇报。

Work Conditions: Regular hours with extra times occasionally.

工作条件：正常工作时间，偶尔伴有加班。

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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