

	RESOURCE LIBRARY STRUCTURE & ORGANISATION Job Description	<i>CODE:</i> 02.04.214
		<i>EDITION:</i> 1
		<i>PAGE</i> 1 OF 3

Title: Dim Sum Captain

头衔: 点心领班

Department: Kitchen

部门: 厨房

Hierarchy: Dim Sum Chef

汇报对象: 点心厨师长

Direct Subordinates: Dim Sum Cook

直属下属: 点心厨师

Indirect Subordinates: N/A

间接下属: 不适用

Level: L5

级别: 5级

Scope:

职能范围:

- The Dim Sum Captain is assisting the Dim Sum Sous Chef in production and service of a shift and section. His duties are productive and coordinating. The Dim Sum Captain has to be creative, well organized & flexible and should have a good sense of quality in taste and presentation.
点心领班主要协助点心厨师长对菜品的检验以及服务的把关，对生产和协调负有责任。凉菜领班需要具有创新性、良好的组织灵活性，并且对菜品的质量具有良好的天赋。

Responsibilities and Obligations:

责任及义务:

- Following production plans.
遵循生产流程操作。
- Ensuring staff discipline in the section, proper communication and handover of shifts.
确保员工在部门内的纪律性，对人员进行适当的分配调整。
- Maintaining stock levels and ensuring best hygiene practices, controlling of storage facilities in the section.
保持库存的水平，确保具有最好的卫生标准，负责部门内的存储设备 设施。
- Production of all food elements contributing to the menu & buffet, proper stock rotation.
所有的菜品贡献于菜单和自助餐，并且保证适当的库存运转。
- Strictly following recipes and production schedules and ensuring proper excess utilization.
严格地按照配方和生产计划，并且确保适当利用，避免浪费。
- Actively responsible for cleanness of kitchen section and all equipment in the section.
积极地负责所有厨房清洁部分，以及所有设备。
- Responsible for proper storage and labelling procedures based on HACCP standards.
基于HACCP标准，负责存储适量和标签程序规范。

	RESOURCE LIBRARY STRUCTURE & ORGANISATION Job Description	CODE: 02.04.214
		EDITION: 1
		PAGE 2 OF 3

- Maintaining daily food samples.
维护日常菜品样本。
- Ensures detailed cleaning processes and perfect order in the section following the established food safety standards.
确保仔细的清洗过程，以及准确的操作流程，以保证达到食品安全标准。

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.
遵守所有紧急疏散预案，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: Contact with Dim Sum Sous Chef.

相互联系: 与点心厨师长沟通。

Work Conditions: Regular hours with extra times occasionally.

工作条件: 正常工作时间，偶尔伴有加班。

	RESOURCE LIBRARY STRUCTURE & ORGANISATION Job Description	CODE: 02.04.214
		EDITION: 1
		PAGE 3 OF 3

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