

INNARCHIVE .com	RESOURCE LIBRARY STRUCTURE & ORGANISATION Job Description	<i>CODE:</i> 02.04.215
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Title:	Dim Sum Chef
职位:	点心厨师长
Department:	Kitchen
部门:	厨房
Hierarchy:	Head Chef
汇报对象:	中厨厨师长
Direct Subordinates:	Dim Sum Captain
直接下属	点心领班
Indirect Subordinates:	Dim Sum Cook
间接下属:	点心厨师
Level:	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 Dim Sum 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，负责中厨房点心各方面的工作。

Responsibilities and Obligations:

责任及义务:

- Provide functional assistance and direction to the kitchen operation.
协助并指导厨房的工作。
- Coordinate functions and activities with other Food & Beverage Departments.
协调于各部门的关系，并搞好活动。
- Maintain interdepartmental working relationships.
保持良好的内部工作关系。
- Responsible for the preparation of menus under the direct supervision of the Head Chef, taking into consideration of the following:
在中厨厨师长的指导下，负责菜单的准备工作，并考虑以下各项：
Local requirements 当地需求
Competition 竞争情况
Trends 趋势
Potential costs 潜在成本
Availability of food products 货源情况
- Inspects, when requested by Head Chef, perishable food items received for quality control.
根据中厨厨师长的要求，检查购入易损货物的品质。
- Passes on to the Head Chef his daily market list requirements.

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将每天的购货单上交中厨厨师长。

- Responsible for the production, preparation and presentation of all food items, in area concerned, to ensure the highest quality at all times.
负责本部所有食品的准备、烹饪、装饰，达到质量标准。
- Assist or executes inspections of physical aspect the food preparation areas.
协助并监督厨房的卫生情况。
- Supervise the function of all kitchen employees, facilities and costs, hence contributes to maximizing the overall Food & Beverage department profit.
监督厨房所有员工的工作、控制设施及成本，以尽可能增加效益。
- 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
- Check punctuality of all staff assigned to him.
检查所负责的所有员工出勤情况。
- Develop formal training plans and conducts on the job training sessions for kitchen employees.
制定正式的培训计划并参加厨房员工的培训。

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

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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。

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