

	RESOURCE LIBRARY STRUCTURE & ORGANISATION Job Description	CODE: 02.04.216
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Title: Helper
职位

Department: Main Kitchen
部门

Hierarchy: Reporting to helper head chef
汇报对象

Direct Subordinates: N/A
直接下属

Indirect Subordinates: N/A
间接下属

Category/Level: L6
级别

Scope/职责范围:

- Helper is assisting the helper head chef in production and service of a shift and section. His duties are productive, have to be creative, well organized & flexible; the commis should have a good sense of quality in taste and presentation.

打荷中工主要是协助打荷厨师长完成厨房的菜品制作以及日常工作协调。该岗位要求其高产出，创造性，良好的组织能力以及灵活性；良好的菜品品相鉴赏能力。

Responsibilities and Obligations/责任及义务:

- Following production plans.
遵守出品计划
- Proper handover of shifts.
良好的交接班次。
- Ensuring best hygiene practices, cleaning of storage facilities in the section.
保持最佳的卫生标准以及分部门仓库设施的整洁。
- Production of all food elements contributing to the menu & buffet, proper stock rotation.
按照菜单以及自助要求参与与有食品的制作，确保仓库库存的运转。
- Strictly following recipes and production schedules and ensuring proper excess utilization.
严格遵守食谱以及生产流程，保证产出。
- Actively responsible for cleanliness of kitchen section and all equipment in the section.
负责厨房区域以及设备的整洁。
- Responsible for proper storage and labelling procedures based on HACCP standards.
负责按照危害分析和关键环节控制点管理仓库并进行物品标签粘贴。
- Maintaining daily food samples.
维护更新日常食物样本。
- Ensures detailed cleaning processes and perfect order in the section following the established food safety standards.
确保所有卫生程序细节化，所有与既定食品安全标准相关的区域完美有序。
- Grooming, presentation and hygiene

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遵守仪容仪表以及卫生程序。

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:

- Five star international properties experience and at least 1 year experience in a similar position.
具备国际五星级酒店同等岗位至少一年工作经验。
- Experienced in a high-volume environment, excellent knowledge of basic food hygiene & kitchen equipment, ability to read and execute recipes, excellent interpersonal service skills, work with little supervision, handle a fast-paced, busy, and stressful environment and work under pressure to meet deadlines.
具备大型场所工作经验, 有扎实的食品卫生以及厨房设备知识, 良好的食谱阅读以及产出能力, 优秀的人际服务技能, 能够在无监管的环境中工作, 能够在高压环境下于截止日期前完成工作。
- Excellent team player, dedicated & energetic.
良好团队合作能力, 始终保持充沛的精神状态。
- Experience in a la carte and buffet style kitchens.
具备零点菜单以及自助餐工作经验。
- Flexible and calm under pressure.
在压力下保持灵活及冷静。
- Passion for cooking and developing new skills
对烹饪充满激情, 并积极提高自身技能水平。
- Ability to rotate between different sections in the kitchen
能够在厨房的各个部门进行协调。
- Excellent guest service skills

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优秀的宾客协调技能。

- Has working experience in different, cuisines kitchen.
具备不同厨房不同菜系烹饪经验。

Interrelations/互相联系:

Contact with helper head chef , chinese head chef.

与打荷厨师长及中餐厨师长互相联系。

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