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<u>Title:</u> 职位名称	Pickup head chef 打荷厨师长
<u>Department:</u> 部门	Main Kitchen 主厨房
<u>Hierarchy:</u> 等级	Reporting to Chinese head chef 向中餐厨师长汇报
<u>Direct Subordinates:</u> 直接下属	Demi – Chef de Partie 打荷领班
<u>Indirect Subordinates:</u> 间接下属	Commis I, Commis II 1级厨师, 2级厨师
<u>Category/Level:</u> 级别	L4 4级

Scope/职责范围:

- The Helper head chef is in charge of helper section of the kitchen; his duties are productive and coordinating. The helper head chef has to be creative, well organized & flexible and should have a good sense of quality in taste and presentation.
- 打荷厨师长应负责厨房分区内打荷的相关事务，其职责范畴覆盖生产和协调两大方面。打荷厨师长应具有创新精神、能够灵活应变，具有良好的组织能力，并且在口味和摆设上能够确保食品的质量。
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Responsibilities and Obligations/职责和义务:

- Daily inspection of function sheets and production schedules.
每天对用餐单和生产排程进行检查。
- Ensuring staff discipline in the section, proper communication and handover of shifts.
确保分区员工遵守纪律、与员工保持合理的沟通、安排好交接班。
- Maintaining stock levels and ensuring best hygiene practices, controlling of storage facilities in the helper section.
确保库存水平稳定、卫生实践最优，管理厨房打荷分区使用的存放设施。
- Assist wok head chef to produce all food elements contributing to the menu & buffet, proper stock rotation.
协助炒锅厨师长制作各式各样的菜品，以备更新菜单、为餐厅提供菜式、方便存货周转。
- Following recipes and production schedules and ensuring proper excess utilization.
遵照食谱内容和生产排程，确保将过度利用维持在合理的水平。
- Responsible for cleanness of kitchen.
负责厨房的清洁情况。
- Responsible for functionality and servicing of all equipment in the section.
负责管理厨房分区所有设备的功能和使用情况。
- Responsible for proper storage and labelling procedures based on HACCP standards.
负责根据危害分析和关键环节控制点（HACCP）的各项标准进行存放和加贴标签。
- Completion & maintenance of product, hygiene & inspection lists.
填写并维护产品清单、卫生清单和检查清单。

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- Assiat wok head chef to maintaining daily food samples.
协助炒锅厨师长更新日常食品样本。
- Ensures detailed cleaning processes and perfect order in the section following the established food safety standards.
确保根据已确定的食品安全标准按照合理的顺序彻底清洁厨房分区。
- Works under minimum supervision, is flexible and tough as well as aware of the different cultures working in the team.
在几乎无人监督的情况下仍可以自觉工作，机智灵活、吃苦耐劳，并了解团队中存在的文化差异。

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 2 years experience in a similar position and know-how with multiple cuisine styles.
具备国际五星级场所工作同岗位具有 2 年以上工作经验和专业知识，了解各类菜系。
- Experienced in a high-volume environment, excellent knowledge of basic kitchen equipment, ability to read, translate and execute recipes, excellent interpersonal service skills, organization skills to plan time effectively, work with minimum direct supervision required, 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；熟悉厨房的基本设备；能够理解、翻译根据食谱进行产出；擅长人际交流；能有效安排时间；在几乎没有直接监督的情况下仍可以自觉工作；能够适应快节奏、忙碌奔波且压力重重的环境；尽管背负大压力，仍可以如期完成工作。
- Good command of English.

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掌握英语。

- Good staff discipline and motivation skills are expected, fair and firm management desired.
能够促进员工遵守纪律；具有良好的激励技巧。具有扎实管理经验者优先。

Interrelations/互相联系:

Contact with wok head chef, Chinese head chef.
与炒锅厨师长、中餐厨师长保持联系。

Work Conditions/工作条件:

Regular hours with extra times occasionally.
正常工作时间与偶尔的加班时间。

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