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<u>Title:</u>	PICK UP COOK
职位:	打荷
<u>Department:</u>	Kitchen
部门:	厨房
<u>Hierarchy:</u>	PICK UP CAPTAIN
汇报对象:	打荷领班
<u>Direct Subordinates:</u>	PICK UP COOK
直属下属:	打荷中工
<u>Indirect Subordinates:</u>	N/A
间接下属:	不适用
<u>Level:</u>	L6
级别:	6级

Scope:

职能范围:

- The Pick up Demi Captain is executing the Pick up Sous Chef in sanitary and service of a shift and section. His duties are productive and coordinating. The Pick up Demi Captain has to obey the order, well laborious & scrupulous.
打荷主要执行打荷领班对卫生的检验以及服务的把关安排，对生产和协调进行执行。打荷需要听从安排、勤劳并且细心。

Responsibilities and Obligations:

责任及义务:

- Executing in all food preparation and help to run the station that he is assigned to efficiently.
执行工作准备，以有效开展工作。
- Assist supervisor to run the station efficiently.
协助上级有效开展工作。
- Obtain requisitioned goods from the storeroom.
从仓库接取物品。
- Check fridges thoroughly to keep the place clean and to avoid spoilage.
为避免食物变质，要彻底检查、清洁冰箱及工作场地。
- 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在制作。
- Responsible for the wastage and try to minimize the spoilage.

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尽量减少浪费。

- Follow hotel rules and regulations at all times.
遵守酒店的规章制度。

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: Contact with Pick up Captain.

相互联系: 与打荷领班沟通。

Work Conditions: Regular hours with extra times occasionally.

工作条件: 正常工作时间，偶尔伴有加班。

Date : _____

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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