OBJECTIVE:目的：

- To ensure that all XYZ hotels & Resorts have a clear reporting structure.确保所有巴伐利亚酒店都有清晰的报告结构。
- To have a simple vehicle for communicating what the reporting relationships are within the hotel. 具备简单的工具来交流酒店内的报告关系。

It is the responsibility of the General Manager to compile the Management Organization Chart which reflects the reporting lines of Key Personnel A, B and C. 编制能反映A、B和C类关键人员的汇报关系的管理组织图是总经理的职责。

Each Department Head must likewise compile a Departmental Organization Chart that includes all the positions within his/her department and sub-departments.各部门主任也必须编制一份部门组织结构图，包括其部门和分部的所有职位。

1. All XYZ hotels & Resorts must have a "Standard Management Organization Chart" which is to be copied to the Head Office for approval. 所有巴伐利亚酒店都必须有"标准管理组织结构图"，将其复制给首席执行官进行批准。

2. The standard Organization Chart should indicate positions by title only as opposed to the names of the individual job holder. For internal purposes this Organization Chart should be made relevant by personalizing it with the names of the job holders. Obviously this must be updated each time a named individual leaves employment or changes job. 标准组织结构图应包括每个岗位职工的姓名，并与职位对照。作为内部用途，该组织结构图应标注每个岗位员工的姓名。显然，一旦有员工离职或换工作，该组织结构图就应更新。

3. All departments in the hotel should be issued with an up to date Organization Chart, in addition to a copy being placed on the Staff Notice Board. 酒店内所有部门都应有一份最新的组织结构图，除员工布告栏上的一份以外。

4. The company format for presenting the Organization Chart is as per the example given in the Appendix section (02.02.005).经批准的公司组织结构图格式应按照附件部分给出的样例。

The largest FREE resource tool for young hoteliers and seasoned professionals