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|  | RESOURCE LIBRARY STRUCTURE & ORGANISATION Job Description | <i>CODE:</i> 02.04.460 |
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| Title: 职位名称 | Cost Controller 成本控制经理 |
| Department: 部门 | Finance 财务部 |
| Hierarchy: 等级 | Reporting to Financial Controller 向财务运营副总监汇报 |
| Direct Subordinates: 直接下属 | Cost Control Clerk, Storekeeper, Receiving Clerk 成本控制员、仓管员、收货员 |
| Indirect Subordinates: 间接下属 | N/A 不适用 |
| Category/Level : 类别/等级 | Level 4 4级 |

Scope / 职责范围:

- Monitor the entire control systems including Food & Beverage: coordinating with EAM - F&B, and assist him to increase the profitability of the department. Assist the Financial Controller on Storing issues, Cost control inventions, HACCP regulations and regular inventory takings.
监控包括餐饮部在内的整个控制系统：配合行政副总经理（餐饮部），帮助其提高该部门的盈利能力。协助财务运营副总监处理储存问题、成本控制方案、HACCP法规以及日常仓库盘存。

Responsibilities and Obligations / 职责和义务:

- To liaise closely with the Food & Beverage Department on various operational and cost related issues.
就各种运营事宜和成本相关问题与餐饮部保持密切联系。
- To prepare the costing for recipes and menus prepared by the Executive Chef and suggests the selling price.
准备行政总厨编制的食谱和菜单的成本核算，并对售价提出建议。
- To perform test checking on the receiving of goods at the hotel and to see that the procedures are followed correctly.
酒店接收货物时对货物进行抽查，并查看是否正确遵守了程序。
- To perform random test counts in the Stores.
对仓库执行随机测试计数。
- To prepare Daily Flash Report of food costs as well as the daily Beverage Potential Report.
编制食物成本的“每日快报”和“每日酒水报告”。
- To attend major banquet or depute the clerk to monitor the head count. Report to be made day to day basis.
出席重大宴会，或委托职员监控总人数。每日进行上报。
- To prepare P&L statement of major banqueting events.
编制重大宴会活动的损益表。
- To prepare banquet revenue breakdown summary.
编制宴会收入分类汇总表。




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- To verify daily outlet void control sheets/Checks
核实每天营业点的无效控制表/核对
- To verify outlet open item report to see that correct pricing has been applied and take necessary action in input the recurring items in the POS system with IT team support.
验证营业点未结账项报告，以查明是否采用了正确的定价，并在IT团队的支持下在POS系统中输入经常性项目时采取必要的措施。
- To randomly test the inventory of outlets by reconciling the opening stock with the closing stock, taking account of store issues and sales.
通过将期初存货与期末存货进行核对营业点存货进行随机抽查，并考虑到发料和销售。
- To attend outlet theme nights to ensure head counts, and no misuse has occurred.
要参加营业点主题夜活动，确保参加的总人数，避免发生滥用现象。
- To verify and approve outlet food & beverage requisitions and forward them to Stores.
核实并批准营业点食品和饮料领料单，并将其转交给仓库。
- To scrutinize purchase and stores requisitions for special events.
仔细审阅特殊活动的请购单和领料单。
- To review and prepare outlet buffet costing periodically.
定期审查和编制营业点自助餐成本核算。
- To verify and control complimentary bar order forms, F&B cost and fruit baskets in the rooms etc. 核对并控制免费酒吧订货单、餐饮成本和客房的水果篮等。
- To organise to get short supply note and advise kitchen on necessary purchases for rest of the day
组织获得缺供原料单，并为厨房提出针对其余时间的必要采购的建议
- To investigate major minibar rebates and brief the Financial Controller.
调查主要小酒吧的回扣情况，并向财务运营副总监作出简要介绍。
- To post and file inter outlet food transfers.
发布、提出营业点间的食品转移。
- To transfer POS (Infrasys) revenue data and run the potential usage report.
传递POS (Infrasys) 收入数据，并分发潜在使用情况报告。
- To control steward sales issued and prepare monthly summary for the same.
控制内部员工销售，并编制每月的汇总表。
- To verify daily receiving report.
核实每日收货报告。
- To prepare Entertainment report from Infrasys and send to Chief Accountant/DOF every day after scrutiny.
每天利用Infrasys编制娱乐消费报表，审查后送给总会计师/财务总监。
- To verify and record beverages and samples received at free of cost.
核对并记录收到的免费饮料和样品。
- To review and verify spoilage.
审查并核实变质情况。
- To prepare general store issue reports on weekly basis including for slow moving items.
每周编制一般发料报告包括滞销物品。
- To perform market surveys once in 6 months, necessary amendments should be made to the standard list of suppliers for food & beverage, in liaison with the Executive Chef, Purchasing Manager and Financial Controller. Obtain a supermarket list for vegetables and fruits by performing cash purchases bi monthly.

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6个月进行一次市场调查，配合行政总厨、采购部经理及财务运营副总监对标准食品及饮料供应商名单进行必要的修改。每两个月进行一次现金采购，获得超市的蔬菜和水果清单。

- To analyse and prepare entertainment, complimentary, employee relation & employee meals cost at month end.

在月底分析和编制娱乐、免费、员工关系及员工餐的费用。

- To prepare inventory variation report.

编制存货变动报告。

- To organize, supervise and attend regular physical inventory takings for F&B, Printing & Stationary, Promotion Material, Cleaning & Guest Supplies, Laundry & Technical Material etc., as well as for Small Operating Equipment and Fixed Assets.

组织，监督并参加常规的仓库盘存，包括食品与饮品，印刷品及文具，促销物品，清洁及客

用品，洗衣及专门材料等，以及小型运营设备和固定资产。

- To prepare cost controller's report.

编制成本控制报告。

- To participate in any Training/Developments schemes as recommended by senior management.

参加高级管理人员建议的任何培训/发展计划。

- Make a timely suggestion to Chief Accountant /Director of Finance and Controlling for simplifying documents and avoid duplication issues.

向总会计师/财务总监及时提出简化文件的建议，避免发生类似的问题。

- To comply with any reasonable request made by management to the best of your ability.

符合管理部门根据你的能力提出的任何合理要求。

- To promote efficiency, confidence, courtesy and an extremely high standard of social skills.

提高效率，增强自信，同事之间以礼相待，具备非常高标准的社交技能。

- To generally promote and ensure good inter-departmental relations.

促进和确保良好的部门间关系。

- To display a pleasant manner and positive attitude at all times and to promote a good company image to guests and colleagues.

任何时候都要向客人和同事展示愉悦、积极的服务态度，并以此提升公司的良好形象。

- To demonstrate pride in the workplace and personal appearance at all times when representing the hotel thus identifying a high level of commitment.

时刻为代表酒店出现在工作场所及展示自我而感到自豪，从而确定高水平的承诺。

- To adhere to Company and Hotel rules and regulations at all times.


始终遵守公司及酒店的规章制度。

- To ensure that the standards required by PRC Law and by Management are maintained at all times in the areas specified above.

确保任何时候都在上述指定区域遵守中华人民共和国法律及管理部门规定的标准。

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。

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- 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.
遵循应急程序以确保客人和员工的安全。
- 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.
预见可能的危险和情况，并及时告知经理。
- Maintains the highest standards of personal hygiene, dress, uniform, appearance, body language and conduct.
保持最佳的个人卫生，着装，仪容仪表，肢体语言及行为。

Competencies / 能力要求:

- Good knowledge of Microsoft office, POS (Infrasys or Micros 9700).
熟悉Microsoft office、POS (Infrasys或Micros 9700)软件。

Interrelations 相互联系:

Liaises with Kitchen and F&B Department.
与厨房及餐饮部保持联络。

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

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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