



RESOURCE LIBRARY
STRUCTURE & ORGANISATION
Job Description

CODE: 02.04.461

EDITION: 1

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Title: 职位	Cost Clerk 本控制文员
Department: 部门	Finance 财务部
Hierarchy: 等级	Reporting to Cost Controller 向成本控制经理汇报
Direct Subordinates: 直接下属	N/A 不适用
Indirect Subordinates: 间接下属	N/A 不适用
Category/Level: 类别/等级	Level 7 7级

Scope/职责范围:

- This position is accountable for assisting the cost controller in the effective control over F & B production costs and overall efficiency of the Cost Control department.
这个职位的职责是协助成本控制有效的控制餐饮产品的成本并为成本控制部门提供全面的工作支持。

Responsibilities and Obligations/职责和义务:


- To assist the Cost Controller in his duties
协助成本控制经理日常工作
- To perform the duties assigned to him by the Cost Supervisor in the areas of
做好成本主管所分配的以下工作:
 - Purchasing
采购
 - Receiving
收货
 - Storing and Issuing
仓库采购和发货
 - Inventories of Food & Beverage
盘点食品和酒水
 - Menu Pricing
菜单定价
 - Portion Control, Yield Tests etc.
做好分配管控, 收益检定
- Ensuring the area staff discipline timeliness of work and improve productivity.
确保成本员工遵守纪律, 提高工作效率
- Responsible for training and controlling immediate staff reporting to him. Having regular staff briefings and follow up.
负责直属下级的培训以及管理工作。组织日常简会并跟进。

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- Ensure proper organization of the Cost Control office including general cleanliness, maintenance and security of Cost Control records.
维护成本办公室清洁，以及成本控制数据的安全存档和维护。
- Timely preparation of accurate daily, weekly and monthly reports/statistics.
及时完成日报、周报、月报工作
- Reasonable suggestion to improve job.
提出合理建议以改进工作。
- Providing immediate reference to various F & B Cost Control clerks wherever required.
能及时回复关于食品和酒水成本相关的问题。
- Other relevant duties as assigned by the Cost Supervisor or his superior.To promote efficiency.
执行成本主管或其上级布置的其它事情，效率优先。
- To generally promote and ensure good relations with Operational and department colleagues.
与运营部和部门同事之间建立并确保良好的关系。
- 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，展现高度的责任心。
- 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 report any equipment failures/problems (within stores visibility) to the Maintenance Department. 及时向维修部报告任何设备故障/问题(仓库可见范围内)。
- To pass any maintenance requests to the Maintenance Department.
将任何维修请求传递给维修部。
- 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。
- To comply with any reasonable request made by Department Head to the best of your ability.
符合部门主管根据你的能力提出的任何合理要求。
- To make a timely suggestion to Controller simplifying documents and providing lead to avoid duplication issues.
及时向总监提出简化文件和率先垂范的建议，以避免发生同样的问题。
- To ensure that the standards required by PRC Law and by Department 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.

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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:

- MS Office, POS (Infrasys or Micros 9700), Fidelio, and ability to perform manual documentations when necessary.
熟悉MS Office、POS (Infrasys或Micros 9700)、Fidelio等酒店管理软件，必要时能够完成人工单证。

Interrelations 相互联系:

- Liaises with all requesting departments.
相互联系：与所有提出请求的部门保持联络。


Work Conditions 工作条件:

- Regular hours with extra times occasionally.
工作条件：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

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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