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Title: 职位	Receiving Clerk 收货员
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:

- To handle all inward materials for pre opening / operations and mediating smooth relationship with supplier/purchasing and user departments
处理开业筹备/运营中的所有进店材料，并理顺与供应商/采购部和使用部门的关系

Responsibilities and Obligations 职责及义务:


- To receive the agreed quality and quantity of goods at the hotel and to see that the hygiene procedures are followed correctly.
在酒店接收约定质量和数量的货品，并查看是否正确遵循了卫生程序。
- To keep inform all the operational heads and purchasing department by making daily receiving report.
编制每日收货报告，通知所有的业务主管及采购部。
- To take out Good Receiving Report (GRR) on a day to day basis and forward to AP supervisor
每天编制收货报告单（GRR），并转交给应付帐主管
- To verify the LPO before GRR made in the system
先核实本地采购订单（LPO），再在系统中编制好收货报告单
- To receive proper amendments from Purchasing against LPO's before GRR is made.
从采购部获得适当修改的LPO后，编制收货报告单。
- To store the perishables in cold rooms immediately after quality check done by Kitchen representative
在厨房代表完成质量检查后，立即将易腐食品储存到冷藏室
- To inform Cost Controller in case of perishables not stored at cold rooms in time by Kitchen representative.
厨房代表未及时将易腐食品储存到冷藏室时，应通知成本控制经理。
- To ensure all Delivery documents are quality checked and signed by authorised representative of departments
确保所有交货单据均由各部门的授权代表进行了质量检查并在上面签字
- To ensure all the items are received in a proper pack with labels except vegetables and fruits.

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确保接收的所有货品均采用适当的包装并贴有标签，蔬菜和水果除外。

- To maintain a filing list where all correspondences are recorded for anytime verification in detail
保管备案清单，记录所有函件，以便进行随时详细验证
- Keep the receiving area clean and hygienic.
收货区域保持清洁卫生。
- Keep the weighing instruments tidy and free from any weight error.
衡器保持整洁状态，无任何重量误差。
- To make a short supply note before lunch session and send to Chef, FBC & Purchasing
午餐会前编制好缺供原料单，并发给厨师、餐饮部总监与采购部
- To make rejection advice report and circulate to Cost Controller/Financial Controller/User & Purchasing
编制拒收建议报告，并分发给到成本控制经理/财务运营副总监/使用部门及采购部。
- To keep all files in a safe custody and neatly
安全、整齐地保管所有文件
- To promote efficiency, confidence, and courtesy towards colleagues.
提高效率，增强自信，同事之间以礼相待。
- 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，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 report any equipment failures/problems to the Maintenance Department.
及时向维修部报告任何设备故障/问题。
- 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 Cost Controller simplifying documents and providing lead to avoid duplication issues.
及时向成本控制经理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:

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- 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, Fidelio, Golden Blue, and ability to adapt manual documentation when necessary
熟悉MS Office、Fidelio、Golden Blue等办公软件，必要时能够适应人工单证

Interrelations 相互联系:

- Liaises with Purchasing and Kitchen and all ordering departments.
与采购部、厨房以及所有导航部门保持联络。


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

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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