	<b>RESOURCE LIBRARY STRUCTURE &amp; ORGANISATION Job Description</b>	<i>CODE:</i> 02.04.465
		<i>EDITION:</i> 1
		<i>PAGE</i> 1 OF 3

<b>Title:</b> 职位名称	<b>Store Supervisor</b> 库存主管
<b>Department:</b> 部门	Finance 财务部
<b>Hierarchy:</b> 等级	Reporting to Cost Control Manager 向成本控制经理报告
<b>Direct Subordinates:</b> 直接下属	<b>Storekeeper</b> 仓库保管员
<b>Indirect Subordinates:</b> 间接下属	N/A 不适用
<b>Category/Level:</b> 类别/级别	Level 6 6级

**Scope/ 职责范围:**

Responsible for changes and records in both the inventory of operating supplies and operating equipment.  
Responsible for proper recording of all merchandise entering or leaving the storerooms.  
对所有营运物品、营运设备的盘点记录及变化负责。负责对所有进出酒店的物品做正确记录。

**Responsibilities and Obligations/ 责任和义务:**

According to the set time schedule ,arrange the department to send out their store requisition form one day prior to the collection day, then prepare the stock before hand for next day departmental collection.  
按既定时间表，安排各部门提前一天递送领货申请单，立即把所需的货品整理后，第二天通知部门负责人前来领取物品。

The possible arrangement department staff duty roster, and regards the practical work situation to make the adjustment

合理安排员工班次，并视实际工作情况作出调整

Maintains the good communication with very departments

和各部门保持良好的沟通

Spot check all merchandise leaving storeroom must be supported by properly authorized requisitions.


抽查所有从仓库领取的物品必须有已签批的领货申请单支持。

No merchandise in storerooms should be allowed to go under the pre-established quantity par, or minimum required stock.

仓库库存物品量不得低于规定的最低库存量、最低需求量。

Ensure storerooms and cold store should be kept in order, clean in a hygienic condition.

确保仓库及冻库清洁有序

	<b>RESOURCE LIBRARY STRUCTURE &amp; ORGANISATION Job Description</b>	<i>CODE:</i> 02.04.465
		<i>EDITION:</i> 1
		<i>PAGE</i> 2 OF 3

Carry out physical stock taking monthly, and report any slow moving or obsolete stock to Cost Supervisor.

每月进行一次实物盘点，并向成本主管汇报周转缓慢的库存物品或过期物品。

**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。
- 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 MS Office, Sun Systems 4.0, Opera/PMS and similar industry systems

熟悉MS office、Sun Systems 4.0、Opera/PMS等类似的同行业办公软件

**Interrelations/相互联系:**

Liaises with all departments


与所有部门保持联络

**Work Conditions/工作条件:**

Regular hours with extra times occasionally

正常工作时间，偶尔伴有加班时间。

Date : \_\_\_\_\_  
日期

	<b>RESOURCE LIBRARY STRUCTURE &amp; ORGANISATION Job Description</b>	<i>CODE:</i> 02.04.465
		<i>EDITION:</i> 1
		<i>PAGE</i> 3 OF 3

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