RESOURCE LIBRARY
STRUCTURE & ORGANISATION
Job Description

CODE:	*02.04.466*
EDITION:	*1*
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Title:
职位名称

Storekeeper
仓库保管员

Department:
部门

Finance
财务部

Hierarchy:
等级

Reporting to Cost Controller and Store Supervisor
向成本控制经理和库存主管汇报

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 store and maintain the quality of all hotel operational items within the stores premises aiming low inventory or zero inventories wherever possible:
  储存和保管库房内的所有酒店经营性用品，尽可能实现低库存或零库存的目标：

Responsibilities and Obligations/职责和义务:

- To liaise closely with the all Departments on inventory levels and slow/non-moving items.
  就库存水平和滞销物品与各部门保持密切联系。
- To give support while cost controller makes test checks on the stored goods.
  成本控制经理对贮藏品进行抽查时提供支持。
- To ensure all the items are received in a proper pack with labels except vegetables and fruits.
  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 issue only against a fully authorised store requisition either by online or my manual.
  只对充分授权的网上领料单或签字领料单发货。
- To carry out monthly inventories as per closing schedule time table and with the assistance of 1 member of the finance department.
  按照完成交货的时间表，在财务部门的一名成员的协助下，开展每月的存货盘点。
- To inform the Cost Controller of any discrepancies in stock quantity 'On hand' with computerised stock quantity.
  将"手头"库存量与电脑化库存量的任何不符告知成本控制经理。
- To extend the support to receiving clerk and ensure supplies delivered and receipt in time.
  为收货员提供支持，并确保及时交货和收货。
- To give support to payable supervisor on all invoices discrepancies
  就所有发票不符之处为应付主管提供支持
- To query the GRR with receiving clerk in case of discrepancy in stores receipts.
  仓库收据有不符之处时，与收货员一起查对收货报告单。
- To keep all monthly consumption files and submit to Cost Controller /Financial Controller whenever required

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保存所有的月度消费文件，并在需要时提交给成本控制经理/财务运营副总监

- To provide the data as when needed by cost controls department
  提供成本控制部门所需的数据
- 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
- To keep all files neatly and in a safe custody
  安全、整齐地保管所有文件
- To monitor the Walk in cold rooms which are properly temperature controlled. Liaise with Engineering as per the situation
  监督冷藏室的走道采取了适当的温度控制措施。根据具体情况与工程部联络
- 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 (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/保安、安全和健康要求：

- Maintains high confidentiality in regards to guest privacy.
  严格保守客人隐私信息相关的机密。
- Reports any suspicious behaviour of guests and staff to the General Manager and Security.
  将客人和员工的任何可疑行为汇报给总经理和保安处。
- Notifies housekeeper regarding lost and found objects.
  将失物招领处的物品通报给客房部经理。

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- Ensures that all potential and real hazards are reported appropriately immediately.
  确保及时汇报潜在危害或实际危害。
- Fully understands the hotel's fire, emergency, and bomb procedures.
  充分了解酒店消防、应急和防爆相关的规程。
- 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.
  以不损害或伤害自己或他人的安全方式工作。
- Anticipates possible and probable hazards and conditions and notifies the Manager.
  预测可能或潜在的隐患和情况，并及时告知经理。
- Maintains the highest standards of personal hygiene, dress, uniform, appearance, body language and conduct.
  保持个人卫生、衣着、制服、仪容仪表、身体语言和行为举止达到最高标准。

Competencies/能力要求:

- MS Office, Golden Blue, Fidelio, and ability to perform manual documentations when necessary.
  熟悉MS Office、Golden Blue、Fidelio等办公软件，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

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

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