



**RESOURCE LIBRARY - STEWARDING**  
**Department Orientation 入职培训**

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**Standard:**

Stewards must know the layout of their department.

**Procedures:**

- A. Stewards should be introduced to:
1. F&B director
  2. Services manager
  3. Executive chef
  4. Sous chef
  5. Members of stewarding department
  6. Areas of kitchen – pastry, production, dry store etc.
- B. Stewards should understand the following:
1. Importance of stewarding department.
  2. Roles of stewards department and its relation to all F&B outlet.
  3. Safety and accident prevention program.
- C. Stewards should know the layout of their areas, including locations of the following:
- |                        |                       |
|------------------------|-----------------------|
| 1. Chef's office       | 2. butchery           |
| 3. Dish washing area   | 4. pastry/bakery      |
| 5. Pot washing area    | 6. production kitchen |
| 7. chemical room       | 8.ice carving room    |
| 9. garbage room        | 10.banquet area       |
| 11. all outlet kitchen | 12.all restaurant     |
| 13. Loading dock       | 14. Stores            |

**-End-**

**标准:**

所有管事员必须了解管事部的布局。

**程序:**

- A. 所有管事员要知道:
1. 餐饮部总监
  2. 服务经理
  3. 行政总厨
  4. 副厨师长
  5. 管事部员工
  6. 厨房区域
- B. 所有管事员要知道如下内容:
1. 管事部的重要性。
  2. 管事部在餐饮部中担当的角色及与其它餐饮部门的关系。
  3. 安全和避免事故程序。
- C. 所有管事员要了解本部门的布局包括
- |            |          |
|------------|----------|
| 1. 厨师长办公室  | 2. 屠宰房   |
| 3. 洗碟处     | 4. 饼房    |
| 5. 洗锅处     | 6.加工间    |
| 7. 化学品库房   | 8. 冰雕房   |
| 9. 垃圾房     | 10. 宴会区域 |
| 11. 所有厨房区域 | 12. 所有餐厅 |
| 13. 卸货区    | 14. 库房   |

**-完-**