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<u>Title:</u> 职位名称:	Demi Chef de Partie 厨师领班
<u>Department:</u> 部门	Main Kitchen 主厨房
<u>Hierarchy:</u> 等级	Reporting to Executive Chef 向行政总厨汇报
<u>Direct Subordinates:</u> 直接下属:	Commis de Cuisine 助理厨师
<u>Indirect Subordinates:</u> 间接下属:	N/A 不适用
<u>Category/Level:</u> 级别:	L6 6级

Scope/职责范围:

- The Demi Chef de Partie is assisting the Chef de Partie in production and service of a shift and section. His duties are productive and coordinating. The Demi Chef de Partie has to be creative, well organized & flexible and should have a good sense of quality in taste and presentation.
厨师领班应在生产、交接班和分区方面协助厨师主管，其职责范畴覆盖生产和协调两大方面。厨师领班应具有创新精神、能够灵活应变，具有良好的组织能力，并且在口味和摆设上能够确保食品的质量。

Responsibilities and Obligations/职责和义务:

- Following production plans.
遵照生产计划行事。
- Ensuring staff discipline in the section, proper communication and handover of shifts.
确保分区员工遵守纪律，与员工保持合理的沟通，安排好交接班。
- Maintaining stock levels and ensuring best hygiene practices, controlling of storage facilities in the section.
确保库存水平稳定、卫生实践最优，管理厨房分区使用的存放设施。
- Production of all food elements contributing to the menu & buffet, proper stock rotation.
制作各式各样的食品，以备更新菜单、为自助餐会提供菜式、方便存货周转。
- Strictly following recipes and production schedules and ensuring proper excess utilization.
严格遵照食谱内容和生产排程，确保将过度利用维持在合理的水平。
- Actively responsible for cleanness of kitchen section and all equipment in the section.
主动负责清洁厨房分区和分区内的所有设备。
- Responsible for proper storage and labelling procedures based on HACCP standards.
负责根据危害分析和关键环节控制点（HACCP）各项标准进行存放和加贴标签。
- Maintaining daily food samples.
更新日常食品样本。
- Ensures detailed cleaning processes and perfect order in the section following the established food safety standards.
确保根据已确定的食品安全标准按照合理的顺序彻底清洁厨房分区。

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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.
遵守所有紧急疏散预案, 以保证客人及员工安全。
- 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.
预见可能的危险或情况, 并及时告知管理人员。
- Maintains the highest standards of personal hygiene, dress, uniform, appearance, body language and conduct.
保持最佳个人卫生, 着装, 仪容仪表, 肢体语言状态及行为。

Competencies/能力要求:

- Five star international properties experience and at least 1 years experience in a similar position and know-how with multiple cuisine styles, preferable Mediterranean knowledge.
曾经在五星级国际化场所工作过, 具有 1 年以上相同岗位的工作经验和专业知识, 擅长各式各样的烹饪。了解地中海相关信息者优先录用。
- Experienced in a high-volume environment, excellent knowledge of basic kitchen equipment, ability to read, translate and execute recipes, excellent interpersonal service skills, organization skills to plan time effectively, work with little supervision, handle a fast-paced, busy, and stressful environment and work under pressure to meet deadlines.
曾经在客流量很大的场所中工作; 熟悉厨房的基本设备; 能够理解、翻译和落实食谱内容; 擅长人际交流; 能有效安排时间; 在几乎没有直接监督的情况下仍可以自觉工作; 能够适应快节奏、忙碌奔波且压力重重的环境; 尽管处于背负大压力, 仍可以如期完成工作。
- Excellent team player, dedicated & energetic.
具有优秀的团队合作精神、专注工作、充满活力。
- Good command of English and one other language.
掌握英语和其它一门语言。

Interrelations/相互关系:

Contact with Chef de Partie, Sous Chef.
与副总厨、行政副总厨保持联系。

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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

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