

POSITION DESCRIPTION

职位描述

Position/Job Title 职位	Chef de Paitie 厨师主管
Department 部门	Operations 物业运营部
Location 所在地点	Shanghai, China 中国，上海
Current level of Classification 职位级别	Staff 员工级别
Reporting to 汇报对象	Manager, Food and Beverage 餐饮经理
Job Purpose 工作概要	In accordance with the management philosophy and purposes of the programme, to serve as a full-time Chef, Food and Beverage, Operation, and report directly to the foundation's Senior Assistant Manager, Food and Beverage (referred to as "Director" hereafter). The foundation serves disadvantaged youth in Mainland China. 按照“良师益友”项目的管理理念，担任上海嘉和公益基金会名下项目的全职厨师主管，主管基金会项目旗下的餐厅厨房工作，工作直接向餐饮资深助理经理汇报。基金会服务对象为中国大陆弱势青年。
Duties 职责	<ul style="list-style-type: none"> - Love his\her own job, abide by professional ethics, strictly implement the company's rules and regulations, earnestly perform job duties. 热爱本职工作，遵守职业道德，严格执行项目的规章制度，认真履行岗位职责； - Be responsible for directing the cooking, make the menu and supervise the quality of the dishes on site 负责指挥烹调工作，制定菜单，对菜点质量现场把关指导； - Be responsible to the restaurant manager, responsible for the organization of work plans and the development of new recipes under the leadership of the manager

	<p>对餐厅经理负责、在经理的领导下负责组织制定各项工作计划和研发新食谱；</p> <ul style="list-style-type: none"> - Preside over the regular meeting of the department, listen to the report of the staff, supervise the work progress and solve the problems in the work. 主持本部门例会，听取员工的汇报，督促工作进度，解决工作中的问题； - Be responsible for the formulation and supervision of inventory, semi-finished products, estimation, daily necessities, duty shift and other kitchen tables, to ensure the authenticity and accuracy of the forms to make sure the plan is correct and accurate according to the form 负责制定和监督库存盘点表，半成品表，估清表，每日必备菜品表，值日轮班表等各项后厨用表格，保证表格的真实性和准确性；并根据表格确认保证计划的正确性和准确性； - Follow up the working standard and process of each position in the kitchen, supervise and confirm whether the dishes are made according to the standard cost card. 追踪厨房各岗位的工作标准以及流程，监督确认菜品是否按照标准成本卡制作； - Arrange the work of the department reasonably, arrange the personnel according to the actual situation, and arrange all the work within the specified time. 合理安排本部门工作，根据实际情况进行人员调度，在规定时间内统筹安排各项工作； - Timely grasp of market prices and consumption information, strengthen cost accounting, strictly control the quality of raw materials 及时掌握市场物价和消费信息，加强成本核算，严把原材料质量关； - Accurately grasp the inventory of raw materials, understand the market supply situation and price, make the menu according to different seasons and needs, launch new dishes, review the requisition every day. 准确掌握原料结存量，了解市场供应情况和价格，根据不同季节和需求制定菜单推出新菜，每天审核请购单； - Check the operation of kitchen equipment and the use of kitchenware and utensils. 检查厨房设备运转情况和厨具、用具的使用情况，定期定损、报损，防止事故发生； - Daily inspection of kitchen hygiene and safety, good food hygiene, implement food hygiene regulations and kitchen hygiene system, ensure the safety of
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	<p>kitchen and warehouse.</p> <p>每日检查厨房卫生及安全工作，把好食品卫生关，贯彻执行食品卫生法规和厨房卫生制度，确保厨房、库房的安全；</p> <ul style="list-style-type: none"> - Follow up the guest's requirement in a professional, timely and reasonable manner. 专业、及时、合理地跟进客人的需求； - Establish and maintain good employee relations, supervise the work of subordinates, and give careful guidance to kitchen staff. 建立和保持良好的员工关系，监督下属的工作，并给予厨房的员工悉心的指导； - Be responsible for the capital construction of the staff team, assist the director to conduct regular assessment on the chef's skills, implement rewards and punishments according to the standards of rewards and punishments, and cooperate with the personnel administration department to conduct assessment, training and recruitment of the staff 员工队伍的基本建设，协助经理定期对厨师技术进行考核，按奖惩标准实施奖励，配合人事行政部对员工进行考核、培训和招聘工作； - Complete other tasks assigned by the superior 完成上级交办的其他工作。
<p>Competency 能力</p>	<ul style="list-style-type: none"> - Have a strong interest in charity and social organizations, and hope to work with them. 对公益慈善和社会组织的工作领域有浓厚的兴趣，希望能够与这些机构共同工作； - Be familiar with the trend of competition in the same industry, having the consciousness of service, quality, market and benefit. 熟悉同行业竞争的动向，具有服务、质量、市场、效益意识； - Finish the daily work independently to the guidance of superior. 能在上级指导下独立完成日常工作； - Be able to work with diverse personalities, cultures and situations and use network to connect people. 能够在不同的性格、文化和环境下工作，利用网络与人沟通；
<p>Computer Literacy 电脑技能</p>	<p>Basic computer skills. 基础的电脑操作能力。</p>
<p>Formal</p>	<ul style="list-style-type: none"> - Under 50.

<p>Qualifications/ Experience 任职资历/经验</p>	<p>年龄在 50 岁以下；</p> <ul style="list-style-type: none"> - At least 5 years' related experience, at least 1 year working experience in the same position. 5 年以上西厨房相关工作经验，1 年以上同岗位工作经验； - In good health with efficient health certificate. 身体健康，持有健康证； - Working experience in star hotel or famous catering enterprise is preferred. 有星级酒店、知名餐饮企业工作经验者优先； - Overseas working and studying experience is preferred. 有海外工作、学习经验者优先； - No criminal record. 无不良犯罪记录； - Have a certain understanding of public welfare industry. 对公益行业有一定的了解。
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请将简历（可添加其他申请材料）发送到：office@shanghaik.org，在邮件主题中标明：应聘职位 - 姓名。

Please email your resume (feel free to add application materials that you think are necessary) to: office@shanghaik.org. Please note in email subject line: Position – Name.

关于我们 ABOUT US

上海嘉和公益基金会于 2017 年 11 月在上海民政局注册成立。基金会以“慈心奉献爱，善行暖人心”为宗旨。主要资助贫困家庭，资助贫困儿童和老年人，秉承“助人自助”的公益理念。基金会现支持“良师益友”项目，资助来自贫困家庭的青年接受餐旅业技能培训和人生技能培训，鱼渔相授，从助人到铸人。如想了解更多信息，请扫描下方二维码。

Shanghai K Charitable Foundation is registered in November 2017 under Shanghai Bureau of Civil Affairs. With a purpose of helping others to help themselves, the foundation targets poverty people, especially youth group. The foundation supports the Sir Horace Kadoorie Hospitality Mentoring Programme, a charity engaged to poverty youth development in hospitality technical training and life skills training. For more information, please scan the QR code as below to follow.

