

Manual De Funciones de un Hotel y Restaurante

Introducción:

El presente material detalla las responsabilidades y funciones de las Áreas Operativas de una Empresa Hotelera y Restaurante, así mismo se puede describir el perfil requerido para cada jefatura o responsable de Área.

Actividad:

Luego de hacer una lectura descriptiva e identificar las funciones de los responsables de cada Unidad Operativa, registrar los riesgos y eventos que se suscitan en el servicio hotelero y de restauración para cada responsable de área.

Descripción por Áreas:

Gerente de A&B

Actividades: En este puesto se dirige las funciones relacionadas con el proceso de producción de A & B, como son:

- Elegir la materia prima
- Buscar el proveedor
- Cuidar del proceso de elaboración
- Regular la frecuencia de compra de materia prima
- Existencia y disponibilidad de los alimentos cuando sean solicitados.

Perfil

- Estudios: Ingeniería en Alimentos.
- Experiencia: mínimo de 2 años en el cargo u relacionados.
- Habilidades: Indispensable dominio en área de desarrollo y procesos de giro alimenticio.

Principales funciones: elaboración de reportes, costos, inventarios, producción Giro alimenticio.

Eventos o Riesgos de su jurisdicción a ser Prevenidos o Corregidos	

Chef

Actividades: Diseñar el menú con sus diferentes platos con criterios de balance nutricional, diseña recetas estándar, coordinar horarios, realizar informes, supervisar, dirigir empleados, delega funciones, verificar rotación de inventarios, inventarios, diseña lista de mercado, recibe mercado, atención al cliente, atención de quejas y reclamos, atención de sugerencias y es el responsable directo de la cocina.

Perfil

- Estudios: Profesional o técnico en gastronomía, cursos certificados, servicio al cliente.
- Experiencia: Mínimo de 3 a 4 años en cocina, manejo de personal.
- Habilidades: Conocer nuevas tendencias gastronómicas, manejo de equipos, personal, idiomas (opcional).
- Cualidades: Honestidad, liderazgo, responsabilidad, respetuoso, organizado, amabilidad.

Manual De Funciones De Un Hotel

Annelies Wilder-Smith



Manual De Funciones De Un Hotel:

Gestión de hoteles, 2008-01-14 En este libro se muestran los diferentes elementos que conforman la estructura de un hotel dando una perspectiva global de cómo funcionan los diferentes servicios con una visión diferente del personal que conforman cada uno de los departamentos así como las funciones que tienen que desarrollar los trabajadores en la gestión de hoteles Muestra las técnicas necesarias para informar atender dirigir orientar y satisfacer las necesidades del cliente así como el manejo de las herramientas necesarias para desempeñar el trabajo de gestión NDICE 1 La industria hotelera 2 Departamento operacional del hotel recepción 3 Departamento operacional del hotel restauración y cocina 4 Departamentos operacionales del hotel consejería comunicaciones y pisos 5 Departamentos staff del hotel servicios auxiliares lencería y lavandería compras y almacén 6 Seguridad e higiene en hoteles **Dirección Alimentos y Bebidas En Hoteles** Jorge Lara Martínez Lazcano, 1985 Obra de gran utilidad para todo profesional en hotelería y gastronomía ya que ofrece una visión general acerca de la organización y operación de restaurantes y cafeterías Además hace hincapié en el tratamiento especial que requieren los departamentos de edecanes servicio de cuartos y banquetes Publisher's description Organización y prestación del servicio de recepción en alojamientos. UF0052. Eguzkiñe Urreta Okeranza, 2024-01-30 Este Manual es el más adecuado para impartir la UF0052 Organización y prestación del servicio de recepción en alojamientos de los Certificados de Profesionalidad y cumple fielmente con los contenidos del Real Decreto Puede solicitar gratuitamente las soluciones a todas las actividades en el email tutor.tutorformacion.es Capacidades que se adquieren con este Manual Analizar la organización y funciones más frecuentes de los departamentos de recepción justificando estructuras organizativas adecuadas a cada tipo de establecimiento Analizar los procedimientos de gestión de la información en la recepción explotando las aplicaciones informáticas propias y justificando su utilización en los diferentes tipos de alojamientos Analizar los procesos propios del departamento de recepción y aplicar los procedimientos idóneos para la correcta prestación y control de los servicios que le son inherentes Desarrollar los procesos de gestión de cobros y facturación aplicando los procedimientos y operaciones idóneos para su realización Analizar el servicio de seguridad propio de establecimientos de hospedaje relacionando la estructura organizativa y las contingencias de seguridad con los elementos y medidas de seguridad aplicables índice El departamento de recepción 5 Objetivos funciones y tareas propias del departamento 6 Planteamiento de estructura física organizativa y funcional 30 Evaluación 46 Instalaciones complementarias y auxiliares de un establecimiento de alojamiento 47 Bar comedor cocina office 48 Instalaciones deportivas piscina y jardines 49 Instalaciones auxiliares 51 Tipos de energía combustible y otros recursos de los establecimientos turísticos 54 Evaluación 57 Gestión de la información en el departamento de recepción 58 Circuitos internos y externos de información Documentación derivada de las operaciones realizadas en recepción 59 Obtención archivo y difusión de la información generada 60 Evaluación 65 Prestación de servicios en recepción 66 Descripción de operaciones y procesos durante la estancia de clientes identificación y diseño de documentación operaciones con moneda

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eBook. Manual. Procesos de gestión de departamentos del área de alojamiento (Transversal: UF0048). Certificados de profesionalidad Editorial CEP, 2020-04-02

Procesos de gestión de departamentos del área de alojamiento UF0048 es una de las Unidades Formativas transversales presentes en distintos Certificados de Profesionalidad Este manual sigue fielmente el índice de contenidos publicado en el Real Decreto que lo regula Se trata de un material dirigido a favorecer el aprendizaje teórico práctico que resultará de gran utilidad para la impartición de los cursos organizados por el centro acreditado Los contenidos se han desarrollado siguiendo esta estructura

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Manual de derecho internacional público y privado extractado y traducido de las obras Calvo (Carlos), Bar (L. de), Neumann (Barón de), etc. con extensas notas y un bosquejo del derecho internacional privado español Marquis de Olivart, 1886

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National Agricultural Library (U.S.),1979

Unveiling the Power of Verbal Art: An Mental Sojourn through **Manual De Funciones De Un Hotel**

In a world inundated with monitors and the cacophony of immediate communication, the profound energy and emotional resonance of verbal art usually fade into obscurity, eclipsed by the continuous assault of sound and distractions. However, nestled within the musical pages of **Manual De Funciones De Un Hotel**, a charming work of literary brilliance that impulses with natural feelings, lies an remarkable trip waiting to be embarked upon. Composed by way of a virtuoso wordsmith, that enchanting opus courses viewers on a mental odyssey, gently exposing the latent potential and profound influence embedded within the complicated web of language. Within the heart-wrenching expanse with this evocative examination, we shall embark upon an introspective exploration of the book is main themes, dissect its captivating publishing design, and immerse ourselves in the indelible impact it leaves upon the depths of readers souls.

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