

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.

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