

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

SA Dillow



Manual De Funciones De Un Hotel:

Decoding **Manual De Funciones De Un Hotel**: Revealing the Captivating Potential of Verbal Expression

In a time characterized by interconnectedness and an insatiable thirst for knowledge, the captivating potential of verbal expression has emerged as a formidable force. Its capability to evoke sentiments, stimulate introspection, and incite profound transformations is genuinely awe-inspiring. Within the pages of "**Manual De Funciones De Un Hotel**," a mesmerizing literary creation penned with a celebrated wordsmith, readers set about an enlightening odyssey, unraveling the intricate significance of language and its enduring impact on our lives. In this appraisal, we shall explore the book's central themes, evaluate its distinctive writing style, and gauge its pervasive influence on the hearts and minds of its readership.

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Manual De Funciones De Un Hotel Introduction

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