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<u>Title:</u>	Driver
职位	司机
<u>Department:</u>	Executive Office
部门	行政办公室
<u>Hierarchy:</u>	Reporting to Executive Secretary
汇报对象	行政秘书
<u>Direct Subordinates:</u>	N/A
直接下属	不适用
<u>Indirect Subordinates:</u>	N/A
非直接下属	不适用
<u>Category:</u>	L7
级别	

Scope / 职能范围:

- To provide the Executive Office and all related departments with necessary transport. Drive vehicle for staff transport or pick up and deliver items.
为行政办公室以及相关部门提供必要的交通支持。驾驶班车为员工提供交通，接收以及运送物品。

Responsibilities and Obligations / 责任及义务:

- Efficient and appropriate use of the vehicle and all the resources inside this
高效并恰当使用酒店车辆以及车内资源。
- Running, maneuvering, navigating, or driving vehicles:
操作，指挥或驾驶车辆时：
- To transport the General Manager safely and comfortably.
确保总经理安全及舒适出行。
- To ensure the vehicle is kept in a clean condition internally and externally.
确保车辆内外部的清洁。
- To carry out weekly checks of engine oil, radiator coolant and tire pressures.
每周对车辆机油，水箱冷却剂以及轮胎气压进行检查。
- To take the vehicle for regular servicing and maintenance.
将车辆送至指定地点进行日常的维护及保养。
- Using hands and arms in handling, installing, positioning, and moving materials, and manipulating things.
在处理、安装、定位、移动及操纵用具设备时使用双手及双臂。
- To carry items/documents to and from the vehicle and store them safely.
安全存放放入车内的物品/文件或从车内取出的物品/文件。
- Entering, transcribing, recording, storing, or maintaining information in written or oral form:
以书面或者口头的形式登记，转录，储存或维护信息。
- To maintain accurate records of all journeys.
准确维护出行记录。
- To confirm receipt and delivery of item in written form.

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将物品收发情况记录在册

Security, Safety and Health / 保障, 安全及健康:


- **Maintains high confidentiality in regards to passenger privacy.**
关于乘客隐私保持高机密性
- **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.**
适时及时的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, 避免伤及自身及它人。
- **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, 肢体语言及行为。
- **Competencies / 能力要求: Good command of English (verbal).**
良好的英文能力(口语)
- **Good knowledge of local roads and locations, vehicle maintenance and good driving skills.**
了解当地路况信息以及地图, 良好的车辆养护以及驾驶技巧。

Interrelations / 相互联系:

Contact with all the departments and staff, occasionally external staff when picking up documents.
与各部门, 酒店员工以及相关外界收文单位员工保持联系。

Work Conditions / 工作条件:

Regular hours with extra times occasionally.
日常工作时间, 偶尔伴有加班。

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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