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<u>Title:</u> 职位	Fitness Instructor 健身教练
<u>Department:</u> 部门	Health Club 健身中心
<u>Hierarchy:</u> 汇报对象	Reporting to Health Club Manager 康乐中心经理
<u>Direct Subordinates:</u> 直属下级	N/A 不适用
<u>Indirect Subordinates:</u> 非直属下级	N/A 不适用
<u>Category:</u> 级别	L6 6级

Scope/职责范围:

- To ensure the smooth running of the gym in the Health & Fitness manager absence.
确保康乐中心经理不在的情况下健身房能够顺利运营。
- To ensure the smooth running of the wet suite facilities, pool and plant room in the Health & Fitness manager absence.
确保康乐中心经理不在的情况下，套房设施、泳池、器械设备间能够顺利运作。
- To assist the Health & Fitness manager in setting up programs, challenges and contributing to ideas for the promotion of the facilities.
协助康乐中心经理
协助康乐中心经理设置程序，为推广设施挑战贡献想法。
- To fulfil the role of Fitness Instructor and Pool Attendant when necessary.
在必要的时候，要履行健身教练和泳池服务员的职责。
- To ensure high quality levels of customer service are adopted at all times.
始终确保高质量的顾客服务。

Responsibilities and Obligations/责任和义务:

- Undertakes all duties that are required for the Health & Safety of all gym users.
承担所有健身房用户所要求的健康和安​​全职责。
- Fulfills all maintenance and Health and Safety checks as required.
执行所有要求的维修、健康和安​​全。
- Completes all plant room tasks.
完成所有器械房间的任务。
- Completes all pool testing requirements.
完成所有要求的泳池测试。
- Attends and actively participates in all relevant meetings and training sessions and ensure all minutes are actioned.
积极参加所有相关会议和培训，并确保付诸行动。




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- Contributes in the programming and promotion of all activities within the Health & Fitness facility.
为规划和推广健康和健身设施活动做贡献。
- Completes all monthly/weekly evaluations on all fitness members.
完成所有健身会员的每月/每周评价。
- Carries out the role of fitness instructor through inductions, program prescription, consultations, supervision and motivation.
通过诱导、程序指示、协商、监督和鼓励，来实行健身教练的角色。
- Ensures the presentation and cleanliness of the facility is kept to a high standard with records kept up to date.
确保高标准的设施清洁，并更新记录。
- Ensures that all maintenance checks are completed daily.
确保完成每天的维修检查。
- Performs any other duties directed by the management.
履行管理层指派的其他职责
- Ensures that correct uniform is worn at all times along with the company name badges.
确保始终正确穿着制服并佩戴名牌。
- Maintains a clean and safe environment.
保持清洁和安全的环境。
- Attends training courses as required.
根据要求参加培训课程。
- Maintains the highest hygiene standards.
维持最高卫生标准。
- Maintains the highest standards of service, presentation and professional advice offered to customers using the fitness facilities.
维持高标准的服务，为使用健身设备的顾客提供介绍和专业建议。
- Keeps him self updated with the latest developments in sports and fitness techniques and equipment and makes appropriate recommendations to the management.
确保自己随时更新最近发展的运动、健身技术和设备，并正确的介绍给管理层。
- Ensures all areas are maintained in a spotless and hygienic condition, including locker and shower rooms.
确保所有的区域都处于一尘不染的卫生条件。
- Works closely with the Housekeeping, Engineering and guest contact departments.
同管家、工程师和与顾客联系的部门紧密合作。
- Oversees the security of the recreation areas, ensures each member and guest registers on entering the Lifestyle and ensures the validity of their identification.
监督康乐区域的安全，确保每名会员和顾客在进入康乐区登记表上登记，并有效的鉴别他们的身份。
- Ensures Lifestyle policies and procedures manuals, service standards, tasks lists and job descriptions are complete and kept up-to-date at all time.
确保完成洗衣房政策程序手册，服务标准，任务清单以及岗位描述性，并且随时对其进行更新。
- Is thoroughly familiar with the Hotel's emergency procedures.
熟知酒店应急程序。

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- Knows and applies all XYZ corporate and local Operational Standards as well as local authorities requests and ensure they are implemented.
了解并遵守酒店管理集团及酒店运营标准，当局的政策要求。
- Ensures maximum memberships selling and monitors the number of members constantly.
确保最大化的销售会员，并时常监督会员数量。
- Ensures that Lifestyle employees promote inter-hotel sales and in-house facilities.
确保康乐中心的员工有效的进行内部销售。
- Co-operates in the performance of any reasonable task requested by the management.
执行管理层要求的任何合理要求。
- Adheres to all hotel policies and procedures.
遵守酒店政策和程序。

Security, Safety and Health/保障、安全和健康:

- Maintains high confidentiality in regards to guest privacy.
关于客人隐私，保持高度机密性。
- 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.
适时及时地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，避免伤及自身及他人。
- 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 and another language.
良好的英语水平及其他语言。
- 3 years experience working in hotels.
在酒店有3年的工作经历。

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Interrelations /相互联系:

Liaises with all departments to ensure smooth operation and develops effective relationships with guests, business partners, local community, local authorities and intermediaries in order to create optimal business opportunities and community relations for the hotel.

与其它所有部门联系，确保酒店的正常运营，与宾客，商业伙伴，当地社区，当局以及各类媒介建立有效的关系，为酒店创造最佳商业机会和社区关系。 .

Work Conditions/工作环境:

Regular hours with extra times occasionally.

正常工作时间，偶尔伴有加班。

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