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Title:

职位名称

Kitchen and Laundry Technician

厨房及洗衣房设备维修技工

Department:

部门

Engineering

工程部

Hierarchy:

等级

**Reporting to Chief Engineer / Assistant Chief Engineer /
Duty Engineer, Shift Leader**

向总工程师/副总工程师/值班工程师

Direct Subordinates:

直接下属

N/A

不适用

Indirect Subordinates:

间接下属

N/A

不适用

Category:

类别

L6

6级

Scope/职责范围:

- Under the guidance and supervision of the Hotel's Engineering Management, operates, maintains and repairs all aspects of the Hotel's Kitchen and Laundry equipment, Kitchen softeners, Water and Sewage kitchen treatment plants, hoods, ducts.
在酒店工程管理人员的指导和监督下，维护和修理酒店所有的厨房和洗衣设备、厨房硬水软化器、自来水和厨房污水处理装置、抽油烟机、管道等。
- Preventive Maintenance Skills.
预防性维护技能。
- Repairs to Kitchen and Laundry equipment.
厨房及洗衣房设备的维修。
- Kitchen equipment skills
厨房设备技能
- Environmental protection, energy and water saving
环保、节能、节水
- Engineering Policies and Procedures
工程政策及程序。
- Recognized trade qualifications.
认可的职业资格

Responsibilities and Obligations/职责和义务:

- Ensures efficient operation and maintenance of all kitchen and laundry equipment installed in the hotel including the cold rooms.
确保安装在酒店（包括冷藏室）的所有厨房和洗衣设备的高效运行和维护。
- Inspects oil levels in the transmission case of food preparation equipment, plus greasing all gear parts, motors, bearings, belt adjustments and tightening of electrical connections.
检查食品预处理设备的传动箱中的油位，润滑所有齿轮部件、电机、轴承，调整皮带并上紧电气连接件。



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- Attends to repair call promptly.
及时处理报修电话。
- Records and maintains logbooks and day register.
将每天的工作记录到日志和登记簿中并负责保管。
- Cleaning deposits from heating elements.
清洗加热元件上的积垢。
- Monthly inspection of thermostats, pilot ignition system, gas ports, flame height, water injection nozzles, etc. in cooking equipment.
每月检查烹饪设备中的自动调温器、引燃系统、煤气喷口、火焰高度、喷水嘴等。
- Cleaning of condenser coils in refrigeration equipment and ice Machine.
清洗制冷设备和制冰机的冷凝盘管。
- Cleaning of clogged water pumps in washer extractors.
清理洗涤脱水机堵塞的水泵。
- Provide a support service to the Engineering Managers to assist in meeting the strategic goals of the department.
为工程经理提供支持服务，以协助实现部门的战略目标。
- Attends to repairs and maintenance of all systems.
参加所有系统的维修及保养。
- Perform meter readings in order to maintain records relating to utility costs throughout the hotel.
负责酒店的抄表工作，保管与整个酒店的公用事业成本有关的记录。
- Perform general and emergency repairs and maintenance to all plant and equipment based on skill and experience level.
基于技能和经验水平对所有装置及设备执行一般和应急维修及保养。
- Carry out regular inspections of plant and equipment as per the daily checklist and ensure that inspections required by Government authorities are conducted and documented.
按日常检查表对装置及设备进行定期检查，确保开展政府当局所要求的检查并进行记录。
- Review daily log book, rectify or follow up on all items left unsolved from any previous shifts in relation to mechanical systems, discuss the same with the Engineering managers.
审查每天的工作日志，纠正或跟进先前的班次没有解决的所有与机械系统有关的项目，并与工程经理讨论该问题。
- Ensure Fire and Engineering safety features operate at peak efficiency.
确保消防工程安全设备以最高效率运行。
- Ensure proper records are kept relating to all plant and equipment for the hotel.
确保保存与酒店的所有装置及设备有关的正确记录。
- Ensure proper measures are taken to protect the environment and the Hotel's adherence to it.
确保采取适当的措施，以保护环境并使酒店达到环保标准。
- Attend hotel and engineering specific meetings as required.
按照要求出席酒店和工程方面的特殊会议。
- To comply with the grooming and uniform standards as per employee handbook / policy and procedure.
按照员工手册/政策和程序遵从酒店的仪容仪表标准。
- Attend training courses and workshops as scheduled.
按计划参加培训班和研讨会。
- Participates as a pro-active team member in the Hotel's Energy conservation program by making appropriate recommendations to Engineering supervisors on energy conservation improvements.



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作为积极主动的团队成員向工程主管提出适当的节能改进建议，参与酒店的节能计划。

- Becomes thoroughly familiar with Complex emergency procedures and perform assigned duties per Hotel and departmental procedures.
非常熟悉酒店的应急程序，并按照酒店和部门程序履行所分配的职責。
- Perform test and tagging on all portable and fix appliances as required.
根据要求对所有便携式设备和固定设备进行测试和并贴上标签。
- Ensure compliance with legislated workplace health and safety requirements
确保符合法定的工作场所健康和安全的 yêu cầu。
- Comply with Hotel specific Standards and Procedures.
遵守酒店的具体标准和程序。
- Ensure all requests for maintenance are carried out within an acceptable time frame.
确保在一个可接受的时间期限内完成所有的维护请求。
- Assist all engineering associates with maintenance and repairs when required.
需要时，协助所有工程部员工完成保养和维修。
- Perform equipment repairs as per manufactures recommendations.
按照制造商的建议进行设备维修。
- Liaise with engineering associates in their daily activities and assigned projects as directed by the engineering managers.
在日常活动中与工程部员工保持联络，并按照工程经理的指示分配项目。
- Perform all assigned tasks to ensure the works have been completed in a reasonable time frame and to a standard pertaining to the complex and as set by the Engineering management.
执行所有分配的任务，以确保在合理的时间范围内按照酒店的相关标准和工程管理标准完成工程。

Security, Safety and Health/保障，安全及健康:

- 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，肢体语言状态及行为。

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Competencies/能力要求:

- Strong technical and problem solving skills.
过硬的技术本领和解决问题的能力。
- Sound understanding of preventative maintenance.
充分理解预防性维护的重要性。
- Financial acuity - the control of expenses/costs.
具备财务敏感度- 能够控制费用/成本。
- Strong Communication Skills – must be able to speak, read, write and understand the primary language(s) used in the workplace, ensuring good information flow.
较强的沟通能力 - 必须具备母语的听、说、读、写能力，确保工作场所良好的信息交流。
- Legislation knowledge (building codes, fire safety and country standards)
熟悉有关立法（建筑法规、消防安全和国家标准）。
- Team player.
具有团队合作精神。
- Communication.
沟通。
- Attention to detail and quality.
注重细节和质量。

Interrelations/相互联系:

Contact with all departments and staff.
与所有的部门和员工保持联系。

Work Conditions/工作条件:

Regular hours with extra times occasionally
正常工作时间与偶尔的加班时间。

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.

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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