

11/25/2018



SPHM
HOSPITALITY

SPHM – HOTEL ENGINEERING JOB DESC.



By: | Agustinus Agus Purwanto, SE MM



Hotel Engineering Job Desc

Job Descriptions Engineering

- 1.01 Chief Engineer**
- 1.02 Assistant Chief Engineer**
- 1.03 Duty Shift Morning – Supervisor**
- 1.04 Duty Shift Evening – Supervisor**
- 1.05 Duty Shift Night – Supervisor**
- 1.06 Shift Supervisor**
- 1.07 Foreman (Decoration & Building)**
- 1.08 Foreman (Electrical & Mechanical)**
- 1.09 Foreman**
- 1.10 Shift Foreman**
- 1.11 Technician I**
- 1.12 Technician II**
- 1.13 Technician I - Duty Shift**
- 1.14 Technician II – Duty Shift**
- 1.15 Chief Gardener**
- 1.16 Foreman Gardener**
- 1.17 Gardener**
- 1.18 Secretary – Storekeeper**



Job Description

JOB TITLE:	Director of Engineering
DEPARTMENT:	Room Division -Engineering
REPORTS TO:	General Manager, Resident Manager
SUPERVISES:	All Department
RESPONSIBILITY LEVEL:	EXCOM

JOB SUMMARY:

The Director of Engineering's performs is manage and supervises maintenance operation of exterior and interior facilities including Mechanical & Electrical equipment, Air condition – ventilation and Refrigeration, Plumbing, hot water system, Structure, Ground and landscape, energy saving, and other necessary maintenance work to maintain the property in an optimum and efficient condition. Without omitting the safety and comport of the guest and employees.

DUTIES & RESPONSIBILITIES

1. Establishes and maintains professional efficient and effective communication channels with in the Room Division and entire the Hotel.
2. Implement policies and procedures under the guidance of the General Manager.
3. Maintain and distribution system of electricity, water, gas, stream etc.
4. Maintenance and operate air condition, heater, ventilation and refrigeration system.
5. Monitors and coordinates the service performed by outside contractors in accordance to the contract, leases, service agreements and warranties.
6. Keep all record pertaining to heat, light, power and cost of facility while the original document submitted to the Financial Controller.
7. Ensure timely response to services request from the guests, employees, and management to repair or replace interior fixtures or furnishing.
8. Plan, implement and administer energy management program.
9. Maintain appropriate equipment operating logbook.
10. Establish annual energy reduction objectives.
11. Assist in the preparation of capital expenditures and maintenance budget.
12. Maintain adequate inventory of spare part, tools and supplies.
13. Maintain purchasing record, equipment manuals etc.
14. Train & supervise subordinates and assist training for all employees on safety & emergency.
15. Conduct continuous inspection on the building and ground to ensure the compliance with the relevant



fire and safety laws.

16. Maintain a clean and orderly work area free of hazards.
17. Analyze and modify operation of the physical plant for energy conservation.
18. Perform other duties be assigned by the Management.

JOB PROFILE

SKILLS AND KNOWLEDGE REQUIREMENTS

Must be able to understand English and speak minimum English, writing in English or other languages that are an advantage. Graduates diploma in technical or minimum from technical senior high school with minimum of two years of experience in similar position. Good personality, mature and a team player as well as work under pressure important to be the technician 2 engineering, as he needs to maintain all equipment, take preventive maintenance, repair or fix problems of all engineering equipment.

DESIRABLE QUALIFICATIONS

Must be able to lead a team and be part of a team work, analyze problems, and take decision to fix the problems, in order to smooth the hotel operations.

EXPERIENCE:

At least 3-5 years in 4 or 5 star properties

COMPUTER LITERATE:

Yes

EDUCATION:

Secondary school or above

AGE:

Minimum 28 years old

WORKING CONDITIONS

Shift work either for morning, afternoon and overnight duties, flexible hours of work

ATTIDUTES:

Ability to work in a team and or independent with minimum supervision to carry out the job. Self motivated, good analytical skill, be able to conduct prompt decision making and take a quick solution.

TEMPERAMENT:

Self motivated, responsible, ability to perform wide varieties of tasks with or without supervise or guidance by the Supervisor or Foreman.



BUSINESS ETHICS

The SUN PARADISE Hospitality Management team always believes and behaves in the following:

We have pride in the work we do, how we present ourselves, and how we communicate with our guests and our colleagues.

We always find the best way to solve a problem for a guest or a colleague.

We work closely with our colleagues in all departments to deliver the highest quality of service always/

We always think of new ways to surprise and delight our guests.

We treat guests and colleagues fairly – everyone is important.

We are proud to represent our hotel and our country to guests from all over the world.

We are happy to talk to our guests when they ask us questions about our hotel and about Indonesia.

CONFIDENTIALITY

The hotel requires that you will not (either during or after your employment), divulge any Information acquired by you about the company, its customers and associated business to any Third party without express authorization from Senior Management of the hotel

Since the tasks and SOP's are increasing, and will be revised at a later stage, it is understood That there will be some additional and new attachments in the future as the business will be Increasing and customer's expectations will be even higher, therefore new tasks will Added, as it shall be required.

I have read, understood and agree to this job description, all my duties and responsibilities.

Employee:..... Signed: Date:

Department Head:..... Signed: Date:.....

Personnel Manager:..... Signed: Date:



Job Description

JOB TITLE: Assistant Chief Engineer
DEPARTMENT: Engineering
REPORTS TO: Director of Engineering

JOB SUMMARY

Supervises maintenance operation for exterior and interior facilities including electrical, refrigeration, plumbing, hot water system, air-conditioning, structural, ground care, parking areas, and other maintenance work necessary to determine that the property of the Hotel are in an optimum and efficient condition without omitting the safety and comfort of the guests and employees.

DUTIES AND RESPONSIBILITIES

1. Maintain all distribution systems for electricity, water, steam, gas, etc.
2. Maintain and operate air conditioning, heater, ventilation, and refrigeration system.
3. Maintain building and grounds.
4. Ensure timely response to service requests by guests, employees, and management to repair or replaced interior fixture or furnishings.
5. Implement an effective preventive maintenance program in accordance with professional engineering practices.
6. Implement energy management program, maintain appropriate equipment operating logbook and utility consumption records.
7. Maintain adequate inventory of parts, tools, and supplies.
8. Train and supervise subordinates and assists training for other employees on safety and emergency.
9. Conduct continuous inspection on the building and ground.
10. Maintain a clean and orderly work area free of hazards.
11. Perform other duties assigned from time to time.
12. Checks and communicates with all the various section heads regarding their engineering and maintenance requirement as and when required.
13. To prevent breakdowns, to maintain and extend the life of machinery and material so as to maximizes the life span of all equipments.
14. Maintains a close working relationship with all department especially Front Office, Housekeeping and F&B
15. Handles job orders promptly for the installation, repairs and maintenance of all operating equipment as raised by the respective department.



JOB PROFILE

SKILLS AND KNOWLEDGE REQUIREMENTS

Must be able to understand English and speak minimum English, writing in English or other languages that are an advantage. Graduates diploma in technical or minimum from technical senior high school with minimum of two years of experience in similar position. Good personality, mature and a team player as well as work under pressure important to be the technician 2 engineering, as he needs to maintain all equipment, take preventive maintenance, repair or fix problems of all engineering equipment.

DESIRABLE QUALIFICATIONS

Must be able to be part of a team work, analyze problems, and take decision to fix the problems, in order to smooth the hotel operations.

EXPERIENCE:

At least 3-5 years in 4 or 5 star properties

COMPUTER LITERATE:

Yes

EDUCATION:

Secondary school or above

AGE:

Minimum 25 years old

WORKING CONDITIONS

Shift work either for morning, afternoon and overnight duties.

ATTIDUTES:

Ability to work in a team and or independent with minimum supervision to carry out the job. Self motivated, good analytical skill, be able to conduct prompt decision making and take a quick solution.

TEMPERAMENT:

Self motivated, responsible, ability to perform wide varieties of tasks with or without supervise or guidance by the Supervisor or Foreman.

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Employee:..... Signed: Date:

Department Head:..... Signed: Date:.....

Personnel Manager:..... Signed: Date:



Job Description

DEPARTEMENT: ENGINEERING
POSITION: MORNING SHIFT SUPERVISOR

06.50 AM

1. Arrived in control room and hand over of work with night shift supervisor.
2. Check shift log books and follow up outstanding job of night shift and coordinate with Daily Supervisor.

07.00 AM

1. Check shift team member, give guidance and assign job to do base on priority today such as VIP Functions, VIP room assignment, outstanding work order in VIP guestrooms, etc.
2. Check All utilities such as: boiler (existing and new wing), domestic water pump, chiller existing and new wing (by tracer summit and chiller units) and record the status in log book.
3. Check function sheet event lists and check for sound system set up, IF functions busy assign 1 or 2 person to follow up functions.
4. Check all AHU status, especially for function such as: AHU 2, AHU 6, AHU 5, AHU 3, AHU 16.
5. Check TV Channel and record it in TV channel log book for status of video quality and audio quality.
6. Log in to fire monitor LMS system.
7. Check pigeon hall, collect all banquet event order and put in engineering board. (especially for Saturday, Sunday and public holiday)

08.00 am

1. Attended Daily morning briefing conduct by supervisor, and assist by HM/HMA if there is some info to add..
2. Check HOTEL SYSTEM work request regarding to replace lamp at public area, public toilet, management office, back of the house area.
3. Assign technician 2 to follow up all work request from MYOH and from telephone call through control room, if there is daily technician who assign for work order follow up during the day, must be coordinate with person in charge.
4. Monitor activity of sound technician during function and follow up in case of sudden function or need help cause of additional request form the guest.
5. Inspection on all engineering area (mechanical room existing and new wing).
6. Check water status of cooling tower.

10.00 am

1. Assign technician 1 to turn on second chiller on existing building IF there is a VIP function or big function second chiller existing can be switched on earlier (supervisor have to decide).
2. Assign technician 2 to check on cold room and record the temperature and IF something un-usual he must reported for further action or repair.



12.00 am

1. Lunch time 1 hour (depend on the load of work)
2. Assign technician 2 to read the meter of the utilities electricity, water and gas and record it in the logbook.

14.00 pm

1. Check the function room in case of event is finished already or still continued.
2. Prepare for any special request for evening function.
3. Check all activity that has been done during the day.

14.30 pm

1. Write report on shift log book and explain regarding to pending job status.

15.00 pm

1. Hand over with the following shift and discuss on pending job, recent matter, VIP today.

JOB PROFILE**SKILLS AND KNOWLEDGE REQUIREMENTS**

Must be able to understand English and speak minimum English, writing in English or other languages that are an advantage. Graduates diploma in technical or minimum from technical senior high school with minimum of two years of experience in similar position. Good personality, mature and a team player as well as work under pressure important to be the technician 2 engineering, as he needs to maintain all equipment, take preventive maintenance, repair or fix problems of all engineering equipment.

DESIRABLE QUALIFICATIONS

Must be able to be part of a team work, analyze problems, and take decision to fix the problems, in order to smooth the hotel operations.

EXPERIENCE:

At least 3-5 years in 4 or 5 star properties

COMPUTER LITERATE:

Yes

EDUCATION:

Secondary school or above

AGE:

Minimum 25 years old



WORKING CONDITIONS

Shift work either for morning, afternoon and overnight duties.

ATTITUDES:

Ability to work in a team and or independent with minimum supervision to carry out the job. Self motivated, good analytical skill, be able to conduct prompt decision making and take a quick solution.

TEMPERAMENT:

Self motivated, responsible, ability to perform wide varieties of tasks with or without supervise or guidance by the Supervisor or Foreman.

BUSINESS ETHICS

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I have read, understood and agree to this job description, all my duties and responsibilities.

Employee:..... Signed: Date:

Department Head:..... Signed: Date:.....

Personnel Manager:..... Signed: Date:



Job Description

DEPARTEMENT: ENGINEERING
POSITION: EVENING SHIFT SUPERVISOR

14.50 pm

1. Arrived in control room and hand over of work with morning shift supervisor.
2. Check shift log books and follow up all pending job or continued job of morning shift.

15.00 pm

1. Check function sheet event lists and check for sound system set up for evening event.
2. Check shift team member, give guidance and assign job to do base on priority today such as VIP Functions, VIP room assignment, outstanding work order in VIP guestrooms, etc.
3. Check position of sound system equipment and clear up of sound system.
4. Check the cleanliness of mixer room and sound system room 1st floor.
5. Check all AHU status, especially for function AHU 2, AHU 6, AHU 5, AHU 3, AHU 16.
6. Check TV Channel and record it in the log book for monitor for status of video quality and audio quality.
7. Log in to fire monitor LMS system.
8. Check pigeon hall, collect all banquet event order and put in engineering board. (especially for Saturday, Sunday and public holiday)

17.00 pm

1. Switch on AHU for PUB 30
2. Switch on escalator for PUB 30
3. Re-check all functions set up for evening function, make sure everything are ready for use.

18.00 pm

1. Assign technician 2 to check all lamps (gardens, swimming pool and canopy) position 'on'
2. Assign technician 2 to check all hotel logo lamps'
3. Dinner time 1 hour. (depend on the load of the work)

19.00 pm

1. Assign technician 1 to monitor and stand by in function room.
2. Assign technician 2 to follow up work request regarding to lamp off at public area and toilet.
3. Assign technician 2 to check on cold room and record the temperature.



21.00 pm

1. Assign technician 1 to switch off second chiller IF the function is not full or not VIP.
2. Inspection on all engineering area (mechanical room existing and new wing).
3. Check all work that have been done by middle shift handyman/ technician work order (guest room).
4. Check AHU status for function AHU 2, AHU 6, AHU 5, AHU 3, AHU 16.
5. Check with laundry IF not too much pending work in laundry, switch off the boiler.

22.00 pm

1. Check all work that has been done by technician during evening.
2. Check to function room in case of event finish or still continue IF finished already assign technician 1 or 2 to clear up all engineering equipment.

22.30 pm

1. Write report on shift log book and explain regarding to pending job status.

23.00 pm

1. Hand over with the following shift and discuss on pending job.

JOB PROFILE**SKILLS AND KNOWLEDGE REQUIREMENTS**

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DESIRABLE QUALIFICATIONS

Must be able to be part of a team work, analyze problems, and take decision to fix the problems, in order to smooth the hotel operations.

EXPERIENCE:

At least 3-5 years in 4 or 5 star properties

COMPUTER LITERATE:

Yes



EDUCATION:

Secondary school or above

AGE:

Minimum 25 years old

WORKING CONDITIONS

Shift work either for morning, afternoon and overnight duties.

ATTIDUTES:

Ability to work in a team and or independent with minimum supervision to carry out the job. Self motivated, good analytical skill, be able to conduct prompt decision making and take a quick solution.

TEMPERAMENT:

Self motivated, responsible, ability to perform wide varieties of tasks with or without supervise or guidance by the Supervisor or Foreman.

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I have read, understood and agree to this job description, all my duties and responsibilities.

Employee:..... Signed: Date:

Department Head:..... Signed: Date:.....

Personnel Manager:..... Signed: Date:



Job Description

DEPARTEMENT: ENGINEERING

POSITION: NIGHT SHIFT SUPERVISOR

22.45 pm

1. Arrived in control room and hand over of work with evening shift supervisor.
2. Check shift log books and follow up all pending job of evening shift.

23.00 pm

1. Check function sheet event lists and check for sound system set up for morning event.
2. Check shift team member, give guidance and assign job to do base on priority for next morning.
3. Check position of sound system equipment and clear up of sound system.
4. Check the cleanliness of mixer room and sound system room 1st floor.
5. Check AHU status ex- function AHU 2, AHU 6, AHU 5, AHU 3, AHU 16.
6. Check TV channel and record it in the log book for monitor for status of video quality and audio quality.
7. Log in to fire monitor LMS system.
8. Check pigeon hall, collect all banquet event order and put in engineering board. (especially for Saturday, Sunday and public holiday)
9. Assign Technician 1 to switch off Boiler
10. Assign technician 2 to switch domestic pump to jockey pump

24.00 pm

1. Assign technician 1 to check boiler and do some repair or cleaning where needed.
2. Assign technician 2 to check on cold room and record the temperature.
3. Reset compressor frozen meat cold room

02.00 am

1. Break time for night 1 hour
2. Check AHU PUB 30

03.00 am

1. Inspection of public area together with HOM
2. Check PUB 30 escalator
3. Assign Technician 1 and or Technician 2 (if needed) to prepare function set up all equipment needed for next morning events such as Sound system, OHP, slide projector, etc.



05.00 am

1. Assign technician 1 to switch on Boiler existing and check boiler new wing.
2. Change jockey pump to domestic pump.
3. Check status of chiller

06.00 am

1. Check AHU status for function AHU 2, AHU 6, AHU 5, AHU 3, AHU 16.
2. Assign Technician 2 to check all lamps (gardens, canopy and swimming pool)
3. Check all work that has been done by technician during night especially the set up for morning events including sound check, etc.

06.30 am

1. Write report on shift log book and explain regarding to pending job status.

07.00 am

2. Hand over with the following shift and discuss on pending job

JOB PROFILE**SKILLS AND KNOWLEDGE REQUIREMENTS**

Must be able to understand English and speak minimum English, writing in English or other languages that are an advantage. Graduates diploma in technical or minimum from technical senior high school with minimum of two years of experience in similar position. Good personality, mature and a team player as well as work under pressure important to be the technician 2 engineering, as he needs to maintain all equipment, take preventive maintenance, repair or fix problems of all engineering equipment.

DESIRABLE QUALIFICATIONS

Must be able to be part of a team work, analyze problems, and take decision to fix the problems, in order to smooth the hotel operations.

EXPERIENCE:

At least 3-5 years in 4 or 5 star properties

COMPUTER LITERATE:

Yes

EDUCATION:

Secondary school or above



AGE:

Minimum 25 years old

WORKING CONDITIONS

Shift work either for morning, afternoon and overnight duties.

ATTITUDES:

Ability to work in a team and or independent with minimum supervision to carry out the job. Self motivated, good analytical skill, be able to conduct prompt decision making and take a quick solution.

TEMPERAMENT:

Self motivated, responsible, ability to perform wide varieties of tasks with or without supervise or guidance by the Supervisor or Foreman.

BUSINESS ETHICS

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Employee:..... Signed: Date:

Department Head:..... Signed: Date:.....

Personnel Manager:..... Signed: Date:



Job Description

JOB TITLE: ENGINEERING SHIFT SUPERVISOR

DEPARTMENT: ENGINEERING

REPORTS TO: Chief Engineering / Asst. Chief Engineering

SUPERVISES: All operational equipment & manage use of utilities.

JOB SUMMARY:

Responsible for all operations equipment in the hotel and supervise all technician on duty, assign the job to all technician on duty according to the priority, manage the utilities consumption such as electricity, water and gas. Take immediately action for all out of order/ not functions equipment which effect to the operations or affect the guest comfort and if needed longer hours to fix then pass to the following shift supervisor to continue until done. Follow up all work request from all department, assign technician to replace all out of order bulb in the hotel check all equipment in the hotel. Take charge on smoothness of function in order to support banquet operation and responsible of all engineering equipment regarding quality and quantity before and after the function. Monitor all works carried out by outside contractor such as maintenance contract or new works / upgrading. Give training or sharing knowledge to technician in order to carry out the job in effectively and efficiently.

DUTIES AND RESPONSIBILITIES:

Responsibilities and duties for this position shall include, but not be limited to, the following areas and activities. At management discretion, direction may be given for tasks outside the scope of work described.

The duties are:

1. Develops and implements procedures to govern the engineering supervisor duties, sees to it that all operational equipment are running well base on operational standard and technician on duty are assigned to make the hotel operations smooth and effective
2. Check all engineering equipment in every duty such as chiller, boiler, pumps, cooling tower, cold storage, compressors, AHU, Generator sets, lift, escalators, fire system etc.
3. Check all supporting equipment in every duty such as water level in ground tank, fuel, roof tank, grease trap, etc.
4. Check all functions in the ballroom or functions rooms, assign technician to prepare, stand by,



follow up additional request and clear up all engineering equipment related to the functions needed such as sound system, video system for functions etc.

5. Check TV channel on hour basis recorded in the log book for sound and video quality for all TV channels.
6. Assign technician to replace all out of order bulb immediately especially in guest area such as rooms occupied, lobby, restaurant, function rooms, toilets, etc all fused bulb must be change at once or before the work duty over.
7. Checks cleanliness of all engineering areas such as, generator sets area, boiler area, chiller area, AHU area, mechanical areas, carpenter areas, control room area, sound system store, etc.
8. Check all technicians on duty are in proper and orderly appearance.
9. Spot check functions are ready in time from all operational aspects. i.e. Sound systems, video system, are ready for use as per request by the guest.
10. Makes a round hotel inspection especially all engineering areas, lights in guest/public areas at least 1 time during every shift.
11. Handles complaints, claims and problem solving of all aspect related to the engineering equipment.
12. All activity must be written in shift log book, and highlight the important things to be followed up for the next shift or important problems already solve to be monitored.
13. Monitor all work done by outside contractor within hotel area regarding to work permit, safety procedures, quality of work, and disturbance to the hotel operations.
14. In case of emergency Chief Engineer is to be informed ASAP via hand phone.

The responsibilities are:

1. Ask technician to work overtime or double shift from previous shift to replace other technician who is not coming to work in order to smooth the operation or in case of there is emergency things to be done.
2. Assign the job to all technicians on duty base on priority of job.
3. Manage the consumption of electricity, water and gas by controlling the operation hours of chiller, boiler and solve of the leaking water tap ASAP.
4. Manage the buffer stock of all kind of bulb in control room in order to replace the bulb ASAP.
5. Maintain all SOP for all operating equipment, and cleanliness of all engineering areas.
6. Follow up sudden function or sudden request of equipment in order to meet guest satisfaction.
7. Write clears all activity during shift on log book and detail report in case of any accident.
8. To take responsibilities in the event of fire, as instructed in the hotel fire fighting manual.



JOB PROFILE

SKILLS AND KNOWLEDGE REQUIREMENTS

Must be able to understand English and speak minimum English, writing in English or other languages that are an advantage. Graduates bachelor degree and/or diploma in technical school with minimum of two years of experience in similar position. Good personality, mature and a team player as well as leadership skill is important to be the supervisor engineering, as he needs to take decision and responsible of all engineering equipment.

DESIRABLE QUALIFICATIONS

Must be a team leader and be able to work in a team, take decisions, and connect with all levels of personnel within the hotel and with the hotel guests.

EXPERIENCE:

At least 3-5 years in 4 or 5 star properties

COMPUTER LITERATE:

Yes

EDUCATION:

Secondary school or above

AGE:

Minimum 25 years old

WORKING CONDITIONS

Shift work either for morning, afternoon and overnight duties, in case of emergency Chief Engineer or Asst. Chief Engineer can call the supervisor coming to the hotel to execute emergency job.



NEEDED ATTRIBUTES

Aptitudes:

Ability to delegate and simplify all tasks to sub-ordinates. Be able to conduct prompt decision making and ability to analyze problem and take a quick solution. Planning, organizing, motivating, and controlling all technicians on duty and equipment. In addition, supervisor should have good knowledge in term of all engineering equipment.

Temperament:

Self motivated, mature, ability to perform wide varieties of tasks during the absence of the Chief Engineering or Asst. Chief Engineering.

BUSINESS ETHICS

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I have read, understood and agree to this job description, all my duties and responsibilities.

Employee:..... Signed: Date:

Department Head:..... Signed: Date:.....

Personnel Manager:..... Signed: Date:



Job Description

JOB TITLE: Foreman (Decoration & Building)
DEPARTMENT: Engineering
REPORTS TO: Assistant chief Engineer / Director of Engineering

JOB SUMMARY

Responsible for maintenance of all painting work, carpentry, furniture, building construction, draft and decoration, any work concerning to decoration and building, maintenance, lubrication, cleaning, minor installation and preventive maintenance, ensuring that all working efforts are successful, no defection or un-condition efforts to hotel operation.

RESPONSIBILITIES

Maintain all distribution carpenters, mason and painting's working task in guest room and public areas.

Maintain conditioning interior and exterior furniture, floor & wall covering, curtain & draperies.

Set up structure of carpenter work on function request.

Maintain the building and ground.

Coordinate with Foreman M&E and Shift Foreman to carry out the maintenance request, to conduct the cleaning programs or to solve the any emergency case or break down which can disturb the Hotel operation.

Keep the stability and completeness of the Hotel property in general and Engineering in specially.

To ensure operation of furniture, carpentry work.

To ensure maintenance order are finished on duties.

To assist in all general works of the department as required.

Co-ordinate with all related decoration & building technician for repair of all equipment.

Ensures that all necessary safety precautions are taken when working on scaffolding.

To ensure breakdown and repair wooden work, chair table furniture, ceiling, roof etc.

Installation wooden works for other special function.



JOB PROFILE

SKILLS AND KNOWLEDGE REQUIREMENTS

Must be able to understand English and speak minimum English, writing in English or other languages that are an advantage. Graduates diploma in technical or minimum from technical senior high school with minimum of two years of experience in similar position. Good personality, mature and a team player as well as work under pressure important to be the technician 2 engineering, as he needs to maintain all equipment, take preventive maintenance, repair or fix problems of all engineering equipment.

DESIRABLE QUALIFICATIONS

Must be able to be part of a team work, analyze problems, and take decision to fix the problems, in order to smooth the hotel operations.

EXPERIENCE:

At least 3-5 years in 4 or 5 star properties

COMPUTER LITERATE:

Advantage

EDUCATION:

Secondary school or above

AGE:

Minimum 25 years old

WORKING CONDITIONS

Shift work either for morning, afternoon and overnight duties.

ATTIDUTES:

Ability to work in a team and or independent with minimum supervision to carry out the job. Self motivated, good analytical skill, be able to conduct prompt decision making and take a quick solution.

TEMPERAMENT:

Self motivated, responsible, ability to perform wide varieties of tasks with or without supervise or guidance by the Supervisor or Foreman.

BUSINESS ETHICS

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CONFIDENTIALITY

The hotel requires that you will not (either during or after your employment), divulge any Information acquired by you about the company, its customers and associated business to any Third party without express authorization from Senior Management of the hotel

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I have read, understood and agree to this job description, all my duties and responsibilities.

Employee:..... Signed: Date:

Department Head:..... Signed: Date:.....

Personnel Manager:..... Signed: Date:



Job Description

JOB TITLE: Foreman (Mechanical & Electrical)
DEPARTMENT: Engineering
REPORTS TO: Assistant Chief Engineer / Director of Engineering

JOB SUMMARY

To operate and maintain all mechanic and electric system which consist of welding, fire alarm system, refrigerator, plumbing, air conditioning, laundry machine, kitchen equipment, structural, electronic, sound equipment, etc and other maintenance work necessary to maintain the property in an optimum and efficient condition. Also, ensure the safety and comfort of the guests and employees.

DUTIES AND RESPONSIBILITIES

1. Supervise the Mechanic & Electric section in case of the Mechanic & Electric supervisor absence.
2. Coordinate with Shift Foreman and M&E Technician to carry out the maintenance request, to conduct the cleaning programs or to solve the any emergency case or break down which can disturb the Hotel operation.
3. Keep the stability and completeness of the Hotel property in general and Engineering in specially.
4. Responsible for repair and maintain of all mechanical and electrical equipment and minor installations.
5. Completes jobs as per job cards for the Preventive Maintenance Program.
6. To ensure kitchen equipment, laundry machine, freezer working properly.
7. To assist in all general works of the department as required.
8. To ensure maintenance orders are finished on duties.
9. Co-ordinates all related Engineering staff and any department to ensure all works are finished on time.



10. Completes job maintenance orders.
11. Completes the preventive maintenance program.
12. Responsible for building as assigned mechanical and electrical system.
13. To ensure of all equipment working in case energy saving.
14. Completes all job cards, history card, equipment card, logbook
15. To ensure operate of all concerned equipment in guest room and back of the house such as television, refrigerator, telephone etc.

JOB PROFILE

SKILLS AND KNOWLEDGE REQUIREMENTS

Must be able to understand English and speak minimum English, writing in English or other languages that are an advantage. Graduates diploma in technical or minimum from technical senior high school with minimum of two years of experience in similar position. Good personality, mature and a team player as well as work under pressure important to be the technician 2 engineering, as he needs to maintain all equipment, take preventive maintenance, repair or fix problems of all engineering equipment.

DESIRABLE QUALIFICATIONS

Must be able to be part of a team work, analyze problems, and take decision to fix the problems, in order to smooth the hotel operations.

EXPERIENCE:

At least 3-5 years in 4 or 5 star properties

COMPUTER LITERATE:

Yes

EDUCATION:

Secondary school or above



AGE:

Minimum 25 years old

WORKING CONDITIONS

Shift work either for morning, afternoon and overnight duties.

ATTIDUTES:

Ability to work in a team and or independent with minimum supervision to carry out the job. Self motivated, good analytical skill, be able to conduct prompt decision making and take a quick solution.

TEMPERAMENT:

Self motivated, responsible, ability to perform wide varieties of tasks with or without supervise or guidance by the Supervisor or Foreman.

BUSINESS ETHICS

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Employee:..... Signed: Date:

Department Head:..... Signed: Date:.....

Personnel Manager:..... Signed: Date:



Job Description

JOB TITLE: ENGINEERING FOREMAN

DEPARTMENT: ENGINEERING

REPORTS TO: Supervisor

SUPERVISES: All operational equipment.

JOB SUMMARY:

Responsible for all Monitoring, Repair and Preventive Maintenance of operations equipment in the hotel; Helping Supervisor to carry out the repair or preventive maintenance of all equipment in the hotel, act as a team leader among the technician, give instruction or guidance to execute the job. Take immediately action for all out of order/ not functions equipment which effect to the operations or effect the guest comfort even it is needed longer hours to fix until done. In charge of maintaining of all equipment in the hotel, take daily, weekly and monthly check of all equipment. Monitor all works carried out by outside contractor such as maintenance contract or new works / upgrading. Give training or sharing knowledge to technician in order to carry out the job effectively and efficiently.

DUTIES AND RESPONSIBILITIES:

Responsibilities and duties for this position shall include, but not be limited to, the following areas and activities. At management discretion, direction may be given for tasks outside the scope of work described.

The duties are:

1. Develops and implements procedures to govern the engineering equipment are running well base on operating standard and preventive maintenance schedule are execute in line with the schedule and or as per situation needed.
2. Assist Supervisor in order to execute, supervise and or lead the technician to do the assign job.
3. Do the weekly running test of Generator sets and fire pumps.
4. Do the daily check of cooling tower and clean the cooling tower weekly, control the usage of chemicals in cooling tower and chiller.

5. Do the weekly check of telephone line / hunting line in PABX.
6. Do daily check of all operation equipment such as kitchen equipment, cold rooms' compressors, etc.
7. Take immediate action to repair all out of order equipment in order to smooth hotel operation even if needed longer hours to fix.
8. Checks cleanliness of all engineering areas such as, generator sets area, boiler area, chiller area, AHU area, mechanical areas, carpenter areas, control room area, sound system store, mechanical area, etc.
9. All activity must be reported to supervisor to be written in log book, and highlight the important things to be followed up for the next maintenance or next repair.
10. Do inspection on all electrical panel, especially the electrical panel which used by the units running 24 hours, analyze potential problems, order spare parts which possible be used and spare parts need to change in order to prevent the potential problems.
11. Able to modify and or improved all engineering equipment in order to increase the efficiency and energy saving.
12. Monitor all work done by outside contractor within hotel area regarding to work permit, safety procedures, quality of work, and disturbance to the hotel operations.

The responsibilities are:

1. Ask technician to work overtime or double shift from previous shift to replace other technician who is not coming to work in order to smooth the operation or in case of there is emergency things to be done.
2. Assign the job to all technicians on duty base on priority of job, give explanation to technician the method/ procedure to complete the job.
3. Manage the consumption of electricity, water and gas by controlling the operation hours of chiller, boiler and solve of the leaking water tap ASAP.
4. Manage the buffer stock of all kind of bulb in control room in order to replace the bulb ASAP
5. Maintain all SOP for all operating equipment, and cleanliness of all engineering areas.



6. Follow up sudden function or sudden request of equipment in order to meet guest satisfaction.
7. Write clear all activity during working hours in log book & detail report in case of any accident.
8. To take responsibilities in the event of fire, as instructed in the hotel fire fighting manual.

JOB PROFILE

SKILLS AND KNOWLEDGE REQUIREMENTS

Must be able to understand English and speak minimum English, writing in English or other languages that are an advantage. Graduates bachelor degree and/or diploma in technical school or technical senior high school with minimum of two years of experience in similar position. Good personality, self motivated, mature and a team player as well as leadership skill is important to be the foreman engineering, as he needs to take decision, lead the technician when executing the job. Able to read and draw single line diagram of technique (electrical/mechanical)

DESIRABLE QUALIFICATIONS

Must be able to lead teamwork, take decision, self motivated, connect with all levels of personnel within the hotel and with the hotel guests.

EXPERIENCE:

At least 3-5 years in 4 or 5 star properties

COMPUTER LITERATE:

Yes

EDUCATION:

Secondary school or above

AGE:

Minimum 27 years old



WORKING CONDITIONS

Shift work either for morning, afternoon and overnight duties depends on the needed of job.

ATTIDUTES

Ability to execute the job effectively and efficiently, in order to assist the supervisor leads the technician when do the job repair job or preventive maintenance job. Be able to conduct prompt decision making and ability to analyze problem and take a quick solution. In addition, foreman should have good knowledge in term of all engineering equipment or at least have ability to learn new things or eager to know new things.

TEMPERAMENT

Self motivated, mature, ability to perform wide varieties of tasks during the absence of the Supervisor.

BUSINESS ETHICS

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CONFIDENTIALITY

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Employee:..... Signed: Date:

Department Head:..... Signed: Date:.....

Personnel Manager:..... Signed: Date:



Job Description

JOB TITLE: Shift Foreman
DEPARTMENT: Engineering
REPORTS TO: Assistant Chief Engineer/Director of Engineering

JOB SUMMARY

To operate and maintain all plant room equipment such as water treatment, generator, transformer, hot water system, air conditioning system, TV, telephone system lighting etc. and other maintenance work necessary to maintain the property in an optimum and efficient condition. . Ensure the safety and comfort of the guest and employees. Ensure to maximum efficiency utility and Energy saving. To keep records of all incidents and work performed.

DUTIES AND RESPONSIBILITIES

1. Maintain all distribution system for electricity, water, and steam.
2. Maintain and operate air conditioning, hot water, and ventilation and refrigeration system, especially in plant room.
3. Maintain the building and ground.
4. Keeps daily logbook pertaining to air conditioning, water, light and power
5. Performs work on a weekly scheduled.
6. Supervise work performed by subordinates.
7. Keep daily report on work and completion keep time record of subordinates.
8. Keep record on water, electricity, fuel and other utilities consumption on the utilities daily report.
9. Supervise cleaning program scheduled.
10. Conduct and continue the summary of work and defect during the duty shift with full detail to transfer shift operation to next shift.
11. Perform other duties as assigned from time to time.
12. To ensure water level, fuel oil level, gas enough for supply hotel on time.
13. To report for any abnormal incidents happened to record such incidents in log book.
14. To ensure how to control demand charge and energy conservation.
15. To ensure of all plant working properly on time.
16. Responsible for check and inspect every concerned equipment running in good condition.
17. Responsible for ensuring plant room and equipment are kept clean.
18. Conduct and instruct on proper procedures when work assignment could be dangerous.
19. Sustains watch keeping duties through-out his shift and makes adjustments to plant room equipment as deemed necessary to ensure efficient operation.



JOB PROFILE

SKILLS AND KNOWLEDGE REQUIREMENTS

Must be able to understand English and speak minimum English, writing in English or other languages that are an advantage. Graduates diploma in technical or minimum from technical senior high school with minimum of two years of experience in similar position. Good personality, mature and a team player as well as work under pressure important to be the Assistant Chief Engineering, as he needs to maintain all equipment, take preventive maintenance, repair or fix problems of all engineering equipment.

DESIRABLE QUALIFICATIONS

Must be able to be part of a team work, analyze problems, and take decision to fix the problems, in order to smooth the hotel operations.

EXPERIENCE:

At least 3-5 years in 4 or 5 star properties

COMPUTER LITERATE:

Yes

EDUCATION:

Secondary school or above

AGE:

Minimum 27 years old

WORKING CONDITIONS

Shift work either for morning, afternoon and overnight duties.

ATTIDUTES:

Ability to work in a team and or independent with minimum supervision to carry out the job. Self motivated, good analytical skill, be able to conduct prompt decision making and take a quick solution.

TEMPERAMENT:

Self motivated, responsible, ability to perform wide varieties of tasks with or without supervise or guidance by the Supervisor or Foreman.

BUSINESS ETHICS

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I have read, understood and agree to this job description, all my duties and responsibilities.

Employee:..... Signed: Date:

Department Head:..... Signed: Date:.....

Personnel Manager:..... Signed: Date:



Job Description

JOB TITLE: ENGINEERING TECHNICIAN 1

DEPARTMENT: ENGINEERING

REPORTS TO: Supervisor - Foreman

SUPERVISES: None

JOB SUMMARY:

Responsible for operation, maintaining, trouble shooting, repair, new works/modification of all operations equipment in the hotel, manage the utilities consumption such as electricity, water and gas. Take immediately action of trouble shooting, and repaired for all out of order/ not functions equipment which effect to the operations or effect the guest comfort and if needed longer hours discuss with supervisor to solve the matters. Follow up all work request from all department, set up/preparation of functions equipment, check all the equipment for function, stand by during functions if needed, or at least time to time monitor the event, clear up and store in order all equipment have been used.

DUTIES AND RESPONSIBILITIES:

Responsibilities and duties for this position shall include, but not be limited to, the following areas and activities. At management discretion, direction may be given for tasks outside the scope of work described.

The duties are:

1. Check all engineering equipment in every duty such as chiller, boiler, pumps, cooling tower, cold storage, compressors, AHU, Generator sets, lift, escalators, fire system etc.
2. Check all supporting equipment in every duty such as water level in ground tank, fuel, roof tank, grease trap, etc.
3. Execute the Preventive Maintenance according to the PM check Schedule or as per guidance by the supervisor.
4. Take immediate Action for trouble shooting & repair all equipment in the hotel which disturbing the hotel operations and or guest comfort.
5. Prepare / set up equipment needed by the function, check all equipment must be ready for use before the guest or event organizer use the equipment, stand by or time to time monitor the event, clear up all equipment after the functions finished, store all equipment properly.
6. Always keep the working areas clean and tidy, including store.



7. Follow up complaints, claims and problem solving of all aspect related to the engineering equipment such as guestroom, etc.
8. All activity must be reported to Supervisor to be written in shift log book, and highlight the important things to be followed up for the next shift or important problems already solve to be monitored.

The responsibilities are:

1. To operate all equipment as per SOP (Standard Operating Procedure).
2. Maintaining all equipment in the hotel by monitor all running equipment, analyze and inform Supervisor for any un- normal running equipment or other equipment in order to anticipate potential problems occurred.
3. Solving problems occurred, fix or solve the problem at efficient time and cost.
4. Follow up sudden function or sudden request of equipment or work request from guest rooms in order to meet guest satisfaction.
5. Manage the consumption of electricity, water and gas by controlling the operation hours of chiller, boiler and solve of the leaking water tap ASAP or others cases which effected to the energy waste.
6. To take responsibilities in the event of fire, as instructed in the hotel fire fighting manual.

JOB PROFILE

SKILLS AND KNOWLEDGE REQUIREMENTS

Must be able to understand English and speak minimum English, writing in English or other languages that are an advantage. Graduates bachelor degree and/or diploma in technical or minimum from technical senior high school with minimum of two years of experience in similar position. Good personality, mature and a team player as well as work under pressure important to be the technician 1 engineering, as he needs to take maintain all equipment, take preventive maintenance, repair or fix problems of all engineering equipment.

EXPERIENCE:

At least 3-5 years in 4 or 5 star properties



COMPUTER LITERATE:

Yes

EDUCATION:

Secondary school or above

AGE:

Minimum 25 years old

DESIRABLE QUALIFICATIONS

Must be able to be part of teamwork, analyze problems, and take decision to fix the problems, in order to smooth the hotel operations.

WORKING CONDITIONS

Shift work either for morning, afternoon and overnight duties.

ATTIDUTES

Ability to in a team and or independent with minimum supervision to carry out the job. Self motivated, good analytical skill, be able to conduct prompt decision making and take quick solution.

TEMPERAMENT:

Self motivated, responsible, ability to perform wide varieties of tasks with or without supervise or guidance by the Supervisor or Foreman.

BUSINESS ETHICS

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I have read, understood and agree to this job description, all my duties and responsibilities.

Employee:..... Signed: Date:

Department Head:..... Signed: Date:.....

Personnel Manager:..... Signed: Date:



Job Description

JOB TITLE: ENGINEERING TECHNICIAN 2

DEPARTMENT: ENGINEERING

REPORTS TO: Supervisor

SUPERVISES: None

JOB SUMMARY:

Responsible for maintaining, trouble shooting, repair, new works/modification of all operations equipment in the hotel, manage the utilities consumption such as electricity, water and gas. Take immediately action of trouble shooting, and repaired for all out of order/ not functions equipment which effect to the operations or effect the guest comfort and if needed longer hours discuss with supervisor to solve the matters. Follow up all work requests from all departments especially in guestrooms for occupied rooms and or expected arrival rooms. Set up/preparation of functions equipment, helping technician 1 to check all the equipment for function, stand by during functions if needed, or monitor the event, clear up and store in order all equipment have been used.

DUTIES AND RESPONSIBILITIES:

Responsibilities and duties for this position shall include, but not be limited to, the following areas and activities. At management discretion, direction may be given for tasks outside the scope of work described.

The duties are:

1. Helping technician 1 to check all engineering equipment in every duty such as chiller, boiler, pumps, cooling tower, cold storage, compressors, AHU, Generator sets, lift, escalators, fire system etc.
2. Check all supporting equipment in every duty such as water level in ground tank, fuel, roof tank, grease trap, etc.
3. Execute the Preventive Maintenance according to the PM check Schedule or as per guidance by the supervisor or foreman.
4. Take immediate Action for trouble shooting & repair all equipment in the hotel which disturbing the hotel operations and or guest comfort.



5. Together with technician 1 to prepare / set up equipment needed by the function, check all equipment must be ready for use before the guest or event organizer use the equipment, stand by or time to time monitor the event, clear up all equipment after the functions finished, store all equipment properly.
6. Always keep the working areas clean and tidy, including store.
7. Follow up complaints, claims and problem solving of all aspect related to the engineering equipment such as guestroom, or from others department.
8. All activity must be reported to Supervisor to be written in shift log book, and highlight the important things to be followed up or monitor.

The responsibilities are:

1. To operate all equipment as per SOP (Standard Operating Procedure).
2. Maintaining all equipment in the hotel by monitor all running equipment, analyze and inform Supervisor for any un- normal running equipment or other equipment in order to anticipate potential problems occurred.
3. Solving problems occurred, fix or solve the problem at efficient time and cost.
4. Helping technician 1 to follow up sudden function or sudden request of equipment or work request from guest rooms in order to meet guest satisfaction.
5. To take responsibilities in the event of fire, as instructed in the hotel fire fighting manual.

JOB PROFILE

SKILLS AND KNOWLEDGE REQUIREMENTS

Must be able to understand English and speak minimum English, writing in English or other languages that are an advantage. Graduates diploma in technical or minimum from technical senior high school with minimum of two years of experience in similar position. Good personality, mature and a team player as well as work under pressure important to be the technician 2 engineering, as he needs to maintain all equipment, take preventive maintenance, repair or fix problems of all engineering equipment.

DESIRABLE QUALIFICATIONS

Must be able to be part of a team work, analyze problems, and take decision to fix the problems, in order to



smooth the hotel operations.

EXPERIENCE:

At least 3-5 years in 4 or 5 star properties

COMPUTER LITERATE:

Yes

EDUCATION:

Secondary school or above

AGE:

Minimum 25 years old

WORKING CONDITIONS

Shift work either for morning, afternoon and overnight duties.

ATTIDUTES:

Ability to work in a team and or independent with minimum supervision to carry out the job. Self motivated, good analytical skill, be able to conduct prompt decision making and take a quick solution.

TEMPERAMENT:

Self motivated, responsible, ability to perform wide varieties of tasks with or without supervise or guidance by the Supervisor or Foreman.

BUSINESS ETHICS

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I have read, understood and agree to this job description, all my duties and responsibilities.

Employee:..... Signed: Date:

Department Head:..... Signed: Date:.....

Personnel Manager:..... Signed: Date:



Job Description

JOB TITLE: Chief Gardener
DEPARTMENT: Engineering
REPORTS TO: Director of Engineering

JOB SUMMARY

Responsible for maintenance of all ground and landscape including plant, tree, lawn, nursery, decorative plant etc. and any work concerning to gardening operation, ensuring all of them are in good-looking condition all the time. Ensure the safety and comfort of the guests and employees during the routine inspection as scheduled, ensuring that all working efforts-are successful, no defection or un-condition effects to Hotel Operation.

RESPONSIBILITIES

1. Planning and assignment the working schedule to subordinates on daily, weekly, and monthly basis.
2. Conduct continuous inspection on the garden and landscape ensure that all of them are in good looking condition.
3. Maintain all decorative plants, landscape and ground.
4. Ensure timely response to service requests by guest, employees, and management replace the plant and fix the landscape defective.
5. Implement garden & landscape design, maintain appropriate the area.
6. Train and supervise subordinates and assist training for other employees on specialize of gardening work.
7. Maintain a clean and orderly work area.
8. Perform other duties assigned from time to time
9. Supervise the work of gardening
10. To assist in all general works of the department as require
11. Submits monthly report on maintenance landscape



12. To set up the decorative plants for the Hotel functions as required
13. To ensure of all concerned equipment working properly and efficiency and energy conservation.

JOB PROFILE

SKILLS AND KNOWLEDGE REQUIREMENTS

Must be able to understand English and speak minimum English, writing in English or other languages that are an advantage. Graduates diploma in technical or minimum from technical senior high school with minimum of two years of experience in similar position. Good personality, mature and a team player as well as work under pressure important to be the technician 2 engineering, as he needs to maintain all equipment, take preventive maintenance, repair or fix problems of all engineering equipment.

DESIRABLE QUALIFICATIONS

Must be a team leader, able to be part of a team work, analyze problems, and take decision to fix the problems, in order to smooth the hotel operations.

EXPERIENCE:

At least 3-5 years in 4 or 5 star properties

COMPUTER LITERATE:

Yes

EDUCATION:

Secondary school or above

AGE:

Minimum 28 years old



WORKING CONDITIONS

Shift work either for morning, afternoon and overnight duties.

ATTIDUTES:

Ability to work in a team and or independent with minimum supervision to carry out the job. Self motivated, good analytical skill, be able to conduct prompt decision making and take a quick solution.

TEMPERAMENT:

Self motivated, responsible, ability to perform wide varieties of tasks with or without supervise or guidance by the Supervisor or Foreman.

BUSINESS ETHICS

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I have read, understood and agree to this job description, all my duties and responsibilities.

Employee:..... Signed: Date:

Department Head:..... Signed: Date:.....

Personnel Manager:..... Signed: Date:



Job Description

JOB TITLE: Foreman (Gardener)
DEPARTMENT: Engineering
REPORTS TO: Chief Gardener

SUMMARY

Responsible for maintenance of all ground and landscape including plant, tree, lawn, nursery, decorative plant etc. and any work concerning to gardening operation, ensuring all of them are in good-looking condition all the time. Ensure the safety and comfort of the guests and employees during the routine inspection as scheduled, ensuring that all working efforts-are successful, no defection or un-condition effects to Hotel Operation.

RESPONSIBILITIES

1. Planning and assignment the working schedule to subordinates on daily, weekly, and monthly basis.
2. Conduct continuous inspection on the garden and landscape ensure that all of them are in good looking condition.
3. Maintain all decorative plants, landscape and ground.
4. Ensure timely response to service requests by guest, employees, and management replace the plant and fix the landscape defective.
5. Taking care gardens and all decorative plants to be in nice-looking condition all the time.
6. Train and supervise subordinates and assist training for other employees on specialize of gardening work.
7. Maintain a clean and orderly work area.
8. Perform other duties assigned from time to time.
9. Supervise the work of gardening.



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10. To assist in all general works of the department as required
 11. To set up the decorative plants for the Hotel functions as required.
 12. To ensure of all concerned equipment working properly and efficiency and energy conservation.

JOB PROFILE

SKILLS AND KNOWLEDGE REQUIREMENTS

Must be able to understand English and speak minimum English, writing in English or other languages that are an advantage. Graduates diploma in technical or minimum from technical senior high school with minimum of two years of experience in similar position. Good personality, mature and a team player as well as work under pressure important to be the technician 2 engineering, as he needs to maintain all equipment, take preventive maintenance, repair or fix problems of all engineering equipment.

DESIRABLE QUALIFICATIONS

Must be flexible, able to be part of a team work, analyze problems, and take decision to fix the problems, in order to smooth the hotel operations.

EXPERIENCE:

At least 3-5 years in 4 or 5 star properties

COMPUTER LITERATE:

Yes

EDUCATION:

Secondary school or above



AGE:

Minimum 25 years old

WORKING CONDITIONS

Shift work either for morning, afternoon and overnight duties.

ATTIDUTES:

Ability to work in a team and or independent with minimum supervision to carry out the job. Self motivated, good analytical skill, be able to conduct prompt decision making and take a quick solution.

TEMPERAMENT:

Self motivated, responsible, ability to perform wide varieties of tasks with or without supervise or guidance by the Supervisor or Foreman.

BUSINESS ETHICS

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We have pride in the work we do, how we present ourselves, and how we communicate with our guests and our colleagues.

We always find the best way to solve a problem for a guest or a colleague.

We work closely with our colleagues in all departments to deliver the highest quality of service on all occasions.

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Employee:..... Signed: Date:

Department Head:..... Signed: Date:.....

Personnel Manager:..... Signed: Date:



Job Description

JOB TITLE: Gardener
DEPARTMENT: Engineering
REPORTS TO: Foreman (Gardener)

SUMMARY

To carry out all routine gardening works and maintain all ground and landscape including plant, tree, lawn, nursery, decorative plant etc. and any work concerning to gardening operation, ensuring all of them are in good-looking condition all the time. Ensure the safety and comfort of the guests and employees during the routine inspection as scheduled, ensuring that all working efforts-are successful, no defection or un-condition effects to Hotel Operation.

RESPONSIBILITIES

1. Taking care all of the indoor and outdoor potted plants (e.g. Watering, weeding, trimming, pest control etc)
2. To set up and change the decorative plants at all public areas
3. Maintain all decorative plants, landscape and ground (watering, fertilizing, pest control, weeding, etc.)
4. Ensure timely response to service requests by guest, employees, and management replace the plant and fix the landscape defective.
5. Maintain a clean and orderly work area.
6. To assist in all general works of the department as required
7. To set up the decorative plants for the Hotel functions as required
8. To ensure of all concerned equipment such as mower machines, sprinkler system, plumbing etc. working properly and efficiency and energy conservation.



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9. Responsible for ensuring hotel nursery, all gardening equipment are kept clean.
 10. Taking care gardens and all decorative plants to be in nice-looking condition all the time
 11. To cut coconut leaves and coconut fruits for avoiding accident this might be happened
 12. Propagating decorative plants and efficiency and energy conservation

JOB PROFILE

SKILLS AND KNOWLEDGE REQUIREMENTS

Must be able to understand English and speak minimum English, writing in English or other languages that are an advantage. Graduates diploma in technical or minimum from technical senior high school with minimum of two years of experience in similar position. Good personality, mature and a team player as well as work under pressure important to be the technician 2 engineering, as he needs to maintain all equipment, take preventive maintenance, repair or fix problems.

DESIRABLE QUALIFICATIONS

Must be able to be part of a team work, analyze problems, and take decision to fix the problems, in order to smooth the hotel operations.

EXPERIENCE:

At least 2-3years in 4 or 5 star properties

COMPUTER LITERATE:

Advantage

EDUCATION:

Secondary school or above

AGE:

Minimum 22 years old



WORKING CONDITIONS

Shift work either for morning, afternoon and overnight duties.

ATTIDUTES:

Ability to work in a team and or independent with minimum supervision to carry out the job. Self motivated, good analytical skill, be able to conduct prompt decision making and take a quick solution.

TEMPERAMENT:

Self motivated, responsible, ability to perform wide varieties of tasks with or without supervise or guidance by the Supervisor or Foreman.

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Personnel Manager:..... Signed: Date:



Job Description

JOB TITLE: Secretary/Store Keeper
DEPARTMENT: Engineering
REPORTS TO: Director of Engineering/Assistant Chief Engineer

JOB SUMMARY

Carry out all secretarial duties in a professional and courteous manner in assisting the Chief Engineer to develop, maintain or improve effective communication for incoming and outgoing information projecting professional operation of the Engineering Department.

DUTIES AND RESPONSIBILITIES

1. Day to day secretarial work to include typing, filing, fax, telephone, etc
2. To handle all correspondence on the computer assigned by the Chief Engineer in a professional manner without typing and spelling errors in English and Indonesian
3. Distribution of memos, letters and arranging internal and external appointments
4. To handle confidential and classified material and ensure to keep the code of confidentiality all the times and maintain professional office etiquette and discretion
5. Establishes and maintains professional and effective communication channel within the Engineering Department and supporting Department.
6. Composes correspondence professionally and obtain the signature from the Director of Engineering.
7. To process and distribute all office mails from the Engineering Department office and perform routine duties with little supervision
8. To receive and place telephone calls, projecting a professional and efficient image of the Engineering Department and the Hotel in general at all times.
9. Promote the Engineering Department and the hotel on every opportunity positively and enthusiastically.
10. Consults with Director of Engineering in regards to improvements for the Engineering staff or the department in general
11. To be aware and practice the Hotel regulations, Policies and Procedures in regards to hygiene, fire and safety.
12. Establishes and promote a good teamwork within the Engineering Department and Hotel in general.
13. Attends Engineering Department meetings and any meetings may be requested and produce accurate and concise minutes for distribution to the relevant department.



14. To provide all related matters for weekly, monthly, yearly report of Engineering Department activities.
15. Work on hours allocated by the Director of Engineering.

JOB PROFILE

SKILLS AND KNOWLEDGE REQUIREMENTS

Must be able to understand English and speak minimum English, writing in English or other languages that are an advantage. Graduates diploma in any field, senior high school with minimum of two years of experience in similar position. Good personality, mature and a team player as well as work under pressure. Able to organize files and keep a proper office.

DESIRABLE QUALIFICATIONS

Must be able to be part of a team work, analyze problems, and take decision to fix the problems, in order to smooth the hotel operations.

EXPERIENCE:

At least 3-5 years in 4 or 5 star properties

COMPUTER LITERATE:

Very good knowledge required: MS Word, Excel, Office,

EDUCATION:

University degree

AGE:

Minimum 25 years old



WORKING CONDITIONS

Shift work either for morning, afternoon and overnight duties.

ATTIDUTES:

Ability to work in a team and or independent with minimum supervision to carry out the job. Self motivated, good analytical skill, be able to conduct prompt decision making and take a quick solution.

TEMPERAMENT:

Self motivated, responsible, ability to perform wide varieties of tasks with or without supervise or guidance by the Supervisor or Foreman.

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