**Job Title:** Kitchen Technician

**Department:** Engineering

**Reports to:** Engineering Supervisor AC - Building

**Position Level:** Rank & File (L)

***Position Overview***

The Kitchen Technician is responsible for operating, repair and maintenance of kitchen equipment to make sure safe and operating smoothly within the set quality standard required to support for best guest experience and quality of property assets. Equipment covered are cool rooms, heaters, refrigeration system, kitchen equipment including mechanical and electrical related parts, etc.

***The Role***

* + - * Use Proper PPE (Personal Protective Equipment) and tools.
      * Always keep own cleanliness, safe and hygiene and do proper hand washing and sanitizing.
      * Follow company P&P (Policy and Procedure) on grooming and uniform usage.
      * Follow P&P of working in certain hazardous condition.
      * Follow certain SOP (Standard Operating Procedure) for a specific job.
      * Perform scheduled kitchen equipment maintenance, and ensure records are well documented.
      * Perform repair of kitchen equipment on site or in the workshop and ensure records are well documented.
      * To make sure all kitchen related equipment perform to meet food hygiene standard and pass the minimum audit score.
      * In charge as duty technician in 3 shifts as set by superior. During in charge as duty technician will always with duty mobile as centre of contact for any maintenance and repair request to engineering.
      * To attend for quick response on the maintenance request and if needed distribute to the related skilled team to attend the request.
      * To coordinate with HK team for attending certain maintenance request in the villas.
      * To make sure the maintenance plan executed by reminding supervisor, electrician, AC technician, mechanic, and civil team.
      * To coordinate with civil team, HK, FO, FB, and other related department to make sure villa blocking and outlet blocking and ensure maintenance is completed within the set agreed period.
      * To inform supervisor on the need of necessary quick action related to serious issue with facilities affecting guest experience.
      * To attend fire alarm call to be checked in the location and go further as per the SOP of fire alarm system.
      * To coordinate AV set up for certain BEO with electrician and other necessary colleagues.
      * To utilize BMS/BAS for operate and watch equipment operation and attend to any abnormality.
      * To cooperate with HK for getting copy of swimming pool test report to understand if need to take action on any MEP required repair and maintenance.
      * To follow SOP of working in the F&B Outlet and kitchen for food and hygiene control.
      * To do reading of energy and water meter in daily basis and to input into computer system, take necessary action if found any abnormality and report to supervisor.
      * To check regularly for any abnormality on the TV system and take necessary action to the TV location or SMATV room. To regularly adjust the satellite dish direction.
      * To support Security for any technical issue with CCTV system.
      * To adjust monthly the timer of public area lighting. To make a walk around especially in the evening to see if timer for lighting is correctly set.
      * Describe in detail on spare parts request concerning specification, brand, model and quantity.
      * Perform cleaning and maintain cleanliness of working area, workshop and plants rooms.
      * Maintain an inventory for tools, consumable and spare parts used and report to Store Keeper and Supervisor the day the job is finished and at regular intervals set by Supervisor.
      * To continuously communicate with the team, follow up and get updates on the job status by mobile, log book and computer.
      * Do proper handover with colleague at the beginning and finishing of the shift.
      * Attend the trainings and courses arranged by company.
      * Attend daily briefing, weekly meeting, monthly meeting and any other regular meeting set by department and management.
      * Plan with supervisor for leave days and day in lieu.
      * Set as part of fire brigade team as part of emergency response team.
      * Involve actively in fire life safety program and sustainability program.
      * Perform other duties or responsibilities that are reasonable as assigned by your immediate supervisor or manager.

***Talent Profile***

***Qualifications:***

* Minimum High School completed in science or electrical or mechanical.
* Attended First Aid, CPR, firefighting training and trained on refrigeration system, cool rooms, heating, welding, kitchen equipment and related electricals and mechanicals etc.

***Work***

***Experience:***

* Hotel & Resort background with minimum two (2) years as a Kitchen Technician.
* Experiences of doing maintenance of refrigeration system, cool rooms, heating, welding, kitchen equipment and related electricals and mechanicals etc.

***Skills Set:***

* Good command in written and spoken English.
* Good computer literacy especially Microsoft Office.
* Friendly and active.
* Familiar with kitchen equipment and tools for it.
* Experience in electrical system, IT System, AC system is a plus.