**Job Title:** Carpenter

**Department:** Engineering

**Reports to:** Supervisor - Civil

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

***Position Overview***

The Carpenter repairs and maintain wooden items, locking system, wooden part of the building interior & exterior and furniture to the best look, function for best guest experience and quality of property assets. Areas covered are villas and beach suites, FB Outlets and kitchen, BOH and offices, stores, spa, water sport, arrival house, pool house, 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.
      * Make sure maintenance plan is in place and hardcopy attached to the white board.
      * Perform scheduled carpentry maintenance and ensure records are well documented.
      * Perform repair of carpentry equipment on site or in the workshop and ensure records are well documented.
      * To follow SOP of working in the F&B Outlet and kitchen for food and hygiene control.
      * Describe in detail on spare parts request concerning specification, brand, model and quantity.
      * Perform cleaning and keep 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.
      * Do proper handover with colleagues at the beginning and finishing of the shift.
      * Attend the trainings and courses arranged by company.
      * Attend daily briefings, weekly meetings, monthly meetings and any other regular meetings set by department and management.
      * Plan with supervisor for leave 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.
      * To perform other duties or responsibilities that are reasonable as assigned by your immediate supervisor or manager.

***Talent Profile***

***Qualifications:***

* Minimum High School
* Attended First Aid, CPR, firefighting trainings and trained in wood works, furniture, painting, mason works, etc.

***Work***

***Experience:***

* Hotel & Resort background with minimum two (2) years as a carpenter.
* Experiences of doing repair, maintenance and making new wood works, furniture, painting, mason works etc.

***Skills Set:***

* Good command in written and spoken English.
* Good computer literacy especially Microsoft Office.
* Friendly and active.