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<u>Title:</u>	Tailor
职位	裁缝
<u>Department:</u>	Housekeeping
部门	管家部
<u>Hierarchy:</u>	Reporting to Executive Housekeeper
汇报对象	行政管家
<u>Direct Subordinates:</u>	N/A
直属下级	不适用
<u>Indirect Subordinates:</u>	N/A
非直属下级	不适用
<u>Category:</u>	L7
级别	7级

Scope/职责范围

- Repairs all Hotels curtains, linens, uniforms, towels, etc... and other required.
修补酒店所有窗帘、布草、制服、毛巾等以及其他要求修补的事项。
- Keep record of discarded items.
记录报损物品。
- Maintain equipment in good condition.
维持设备良好的工作状态。

Responsibilities and Obligations/责任和义务

- Repairs in house linen and uniforms.
修补店内布草和制服。
- Discard linen or adapt it for other usage and maintain records of all discards.
分发布草、或对其进行改造作其它用途、记录报损布草。
- Repairs and adjust uniforms and makes new ones as required.
修补并调整制服，并根据需要制作新制服。
- Repair guest clothing in emergency situation or as required.
在顾客要求或紧急情况下修补客衣。
- Design pattern for promotional uniforms.
设计促销制服的样式。
- Keep records and informs Housekeeper of any accessories and sewing items to be purchased.
如需采购任何辅料及缝纫用品，应记录并报告管家。
- Issues certain new uniform to new staff and keep records.
记录为新员工发放制服并更新收发记录。
- Attend training sessions.
参加培训会议。
- Knowledge of Fire, Safety, and Security procedures of the Hotel.

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熟知酒店的火灾、安全和保障程序。

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

- Able to draft patterns.
能够设计样式。
- Able to alter clothing and uniforms
能够修改衣物和制服。
- High School Certificate
高中文凭。
- Minimum 1-2 years experience in the same position
在同一岗位至少工作1-2年。
- Reliable and able to work under pressure
诚信可靠且能承受工作压力。
- Competent about his/her self
有自制力。
- Must be physical fit, no previous ailment
必须健康，无疾病史。
- Read and Write English (written and oral)
有英语口语能力及写作能力。

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Interrelations/互相联系:

Liaises with Housekeeping, Laundry staff and other departments.

与管家、洗衣房员工和其他部门保持联系。

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