

Hong Kong Christian Service
Centre for Harmony and Enhancement of Ethnic Minority Residents (CHEER)

Job Vacancy Form

- Please read through the Notes to Employers and Statement of Purposes for Personal Data on page 1 and 2.

- Please fill up this form in English and send the completed form to CHEER by fax: 3106 0454 or email: cheer@hkcs.org For enquiry please contact 3106 3104.

*Delete inappropriate item

Part I : Employer Information (Items will be showed in the post))

1. Company Name : The Charterhouse Causeway Bay		2. Trade : Hotel Management
3. Company Address: 209-210 Wanchai Road Causeway Bay Hong Kong		
4. Contact Person : *Miss /Ms /Mr Amanda Chan		
5. Tel. No.: 2892 3311	6. Email Address: Amanda.chan@charterhouse.com	7. Fax No.:

Part II : Vacancy Information

8. Job Title : Steward Attendant		9. No. of Vacancy(ies) : 2	
10 Job Duties : - Daily dishes and utensils washing for kitchen and restaurant - Handling dish washing machine - Keep the kitchen and staff canteen clean and hygienic - Handling daily rubbish			
11. Contract of Employment: <input checked="" type="checkbox"/> Full-time <input type="checkbox"/> Part-time			
12. Work Place (if different from item 3 –Company Address above): _____			
13. Working Hours : <u>57</u> Working days per week <input type="checkbox"/> Shift Holiday <input type="checkbox"/> Regular hours, (Schedule, e.g. Mon-Fri 9am-5pm) _____ <input checked="" type="checkbox"/> Shift work, working hours : <u>07:00-16:30 / 11:00-20:30</u> , <u>9.5</u> hours per day			
14. Basic Salary : HK\$ <u>17500-18000</u> per *month / week / day / hour / piece <input type="checkbox"/> plus Commission around \$ _____ <input type="checkbox"/> other benefit(s) / allowance(s) _____			
15. Required Education : <input checked="" type="checkbox"/> No recruitment <input type="checkbox"/> schooling <input checked="" type="checkbox"/> Primary (Completed Primary _____) <input type="checkbox"/> Secondary (Completed Secondary _____) <input type="checkbox"/> Diploma/Certificate <input type="checkbox"/> Sub-degree <input type="checkbox"/> Degree <input type="checkbox"/> Others (please specify : _____)			
16. Working Experience :			
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; vertical-align: top; padding: 5px;"> 17. Language Requirement : (please take into account the genuine job requirement) <div style="display: flex; justify-content: space-between;"> <div> Ability to Listen & Speak Cantonese <input type="checkbox"/> Fluent <input checked="" type="checkbox"/> Fair <input type="checkbox"/> Nil English <input type="checkbox"/> Fluent <input type="checkbox"/> Fair <input checked="" type="checkbox"/> Nil Putonghua <input type="checkbox"/> Fluent <input type="checkbox"/> Fair <input checked="" type="checkbox"/> Nil Others (Please Specify: _____) <input type="checkbox"/> Fluent <input type="checkbox"/> Fair <input type="checkbox"/> Nil </div> <div> Ability to Read & Write Chinese <input type="checkbox"/> Able to Read & Write <input type="checkbox"/> Able to Read <input checked="" type="checkbox"/> Nil English <input type="checkbox"/> Able to Read & Write <input type="checkbox"/> Able to Read <input checked="" type="checkbox"/> Nil Others (Please specify: _____) <input type="checkbox"/> Able to Read & Write <input type="checkbox"/> Able to Read <input checked="" type="checkbox"/> Nil </div> </div> </td></tr></table>			17. Language Requirement : (please take into account the genuine job requirement) <div style="display: flex; justify-content: space-between;"> <div> Ability to Listen & Speak Cantonese <input type="checkbox"/> Fluent <input checked="" type="checkbox"/> Fair <input type="checkbox"/> Nil English <input type="checkbox"/> Fluent <input type="checkbox"/> Fair <input checked="" type="checkbox"/> Nil Putonghua <input type="checkbox"/> Fluent <input type="checkbox"/> Fair <input checked="" type="checkbox"/> Nil Others (Please Specify: _____) <input type="checkbox"/> Fluent <input type="checkbox"/> Fair <input type="checkbox"/> Nil </div> <div> Ability to Read & Write Chinese <input type="checkbox"/> Able to Read & Write <input type="checkbox"/> Able to Read <input checked="" type="checkbox"/> Nil English <input type="checkbox"/> Able to Read & Write <input type="checkbox"/> Able to Read <input checked="" type="checkbox"/> Nil Others (Please specify: _____) <input type="checkbox"/> Able to Read & Write <input type="checkbox"/> Able to Read <input checked="" type="checkbox"/> Nil </div> </div>
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18. Other Entry Requirements:

Part III: Job Application Method

Applicants can apply the vacancy by:

✓ Contact *Ms / Miss / Mr Amanda Chan at

*Tel / E-mail 2892 3311

✓ Send the resume to Ms / Miss / Mr* Amanda Chan at

* Tel / Fax / Post / E-mail * _recruit@charterhouse.com

Part IIV: Declaration

1. Our company / I authorize CHEER to post the above job vacancy(ies) for recruitment purpose.
2. Our company / I understand that the acceptance and display of this job advertisement by the CHEER should by no means be construed as the job order has fully complied with requirements of the Minimum Wage Ordinance. Our company / I shall be responsible for ensuring that the terms of the post concerned are in line with the Minimum Wage Ordinance..

Company Representative/Employer: Amanda Chan
(Full name in Block Letters):

Co. Rep. /Employer Signature or Company Chop: 

Date: 21 NOV 2023



For Official Use Only :

Received by : _____ Date: ____ (DD) ____ (MM) ____ (YY) Valid until (2 months): ____ (DD) ____ (MM) ____ (YY)