

Job Description

Job title	Technician
Job level	Non-Executive
Department	Central Kitchen
Location	Woodlands
Reporting to	Production Head Chef / Production Manager
Overall Job Objectives	To provide technical support for all the equipment and machines and to ensure minimal machine downtime.

Core Responsibilities	<ul style="list-style-type: none">• To maintain the smooth running of the kitchen's machinery and equipment and to ensure that the KPIs for minimizing downtime and production costs are met.• To maintain the day-to-day operations and to assume responsibility for the machinery maintenance and other general maintenance.• To perform preventive checklists, predictive and routine maintenance tasks.• To troubleshoot issues, machine adjustments, repair failure of production machinery and facilities equipment and to ensure maximum equipment efficiency and effectiveness.• Responsible for the completion of machine maintenance request(s) as assigned.• To liaise and/or coordinate with the contractors' project or repair work(s) as directed by the Production Manager / Production Head Chef.• To assist in the monitoring of all worked performed by contractors, to report any abnormalities of work and to ensure the contractors follow and comply with the Company's GMP.• To ensure that the safety standards are adhered to and practiced
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at all times.

- To ensure compliance of all work repairs with the machines' manual, work instructions and/or drawings.
- To maintain inventory control for a cost effective operation.
- To maintain and update spare parts inventory records and to maintain cleanliness and tidiness within the maintenance/technical storeroom at all times.
- To establish the machine layout and to list down the machine location(s) with reference numbering.
- Responsible for alerting the Production Manager / Production Head Chef of any abnormalities, unusual occurrences and/or damage that had taken place or might occur.
- To seek approval from the Manager in-charge for purchase of any items required for urgent or emergency purposes.
- To participate in work improvements such as housekeeping, safety, machine, health and environmental cleanliness.
- Any other duties and responsibilities outside from maintenance worked as assigned by the Company.

Job Specifications

- At least NITEC in Electronics / Mechanical or related field required.
- Previous experience in repair and servicing of kitchen equipment would be an advantage.

Key Performance Indicators

- To achieve zero machine downtime.
- To respond to machine breakdown within the stipulated timeframe.