

一般工作守則 (中英對照)

1) Kitchen 廚房 :

Ø Clean the floor cupboards, wall tiles everyday, 每天清洗地板, 廚櫃表面

Ø Wash the gas stove, exhaust fan, refrigerator, windows, garbage bucket every week 每星期清洗爐底, 抽油煙機、雪櫃、電器表面、窗、垃圾桶

Ø Every month need to “A Large Clean” e.g. clean all the wall tiles, the inside of cupboards 每月大洗, 如牆壁, 廚櫃裡面,

** Sticker on everywhere of the kitchen is not accept**

不可存積油漬於器皿及電器表面

2) Bathroom 廁所:

Ø Wash the floor, bathroom wall tiles, mirror, toilet sink, toilet bowl and shower area everyday 每日清洗座廁, 洗手盆, 企缸, 地板

Ø Every month need to “A Large Clean” e.g. the inside of the mirror cupboard 每星期大洗, 如地板, 牆壁, 鏡箱(裡面)

* Any reek, wet or everywhere to be moldy is not accept *

不可發臭, 濕滑及發霉

3) Bedroom and the sitting room 主人房及客廳

Ø Clean up all the furniture of everywhere, clean up and sweep the floor everyday 每日吸塵, 掃地, 抹地, 抹塵 (傢俱, 牆飾, 窗花)

Ø Bedding and cleaning the rooms everyday 每日收拾床鋪, 房間, 客廳, (盡量把物件放回應放處)

Ø Clean the windows, electric fans, air conditioning and change the bedcovers every week 每星期抹窗, 洗風扇, 洗格塵網, 換床單

Ø Wash the surface of sofa deeply and the curtains every 2 weeks 每 2 星期洗窗簾, 梳化表面

Ø Every month need to “A Large Clean” e.g. Bottom of the sofa, Bottom of the cupboards, the inside of the

cupboards 每月大洗, 如梳化底, 櫃底, 飾櫃裡面

** Must Keep clean and tidy everywhere**

保持清潔及整齊

4)Others 其他

ØWash the clothes with the washing machine everyday (Hand wash with the school uniform and whatever Mrs orders)每日洗衫, 可用洗衣機洗 (除校服及另行通知外)

ØHand up the clothes to dry every morning, put clothes back in the closet or proper dresser drawers every evening. If clothes still wet, you can hand up on the stand.每日早上曬衫, 黃昏收衫, 摺好及放回原處 (未乾的, 可放在客廳的架上)

ØThe clothes with dark colour, use the brush to remove the dust 深色衣服須用刷子去毛塵

ØClean the shoes every time when you clean up the shoe of cupboard every 3 days 每星期清潔鞋櫃時, 順便抹鞋

ØWash the door and the gate every week 每星期抹門 (大門, 房門), 大閘

ØClean the ceiling and the light every month 每月抹天花板, 燈

Ø露台保持清潔, 不沾惹蚊蟲便可

Basic Duties 基本規則

1)Prepare the breakfast, lunch and dinner by yourself 負責三餐飲食之飯 Å

Mon to Fri 星期一至星期五

ØBreakfast : 7:30 ready 早餐 : 上午 7:30 準備好

ØLunch : 1:00 ready 午餐 : 下午 1:00 準備好

ØDinner : 8:00 ready (unless allowed in advance)晚餐 : 晚上 8:00 準備好 (除另行通知外)

Sat, Sun or Holidays 星期六及星期日

ØBreakfast : Ready when the child awake 30 mins 早餐 : 待小朋友起床後半小時內準備好

ØLunch and Dinner: Allowed in Advance 午餐及晚餐: 另行通知

2) Take good care of child even in and out, 照顧小朋友出入, 如接放學, 來回興趣班... (如沒有馬路可不拖手)

3) Take care of elder parents e.g. cleaning the rooms and preparing the foods 照顧公公, 婆婆 (如清潔房間, 弄食物)

4) MUST NOT follow the wrong instruction from child, such as 不能麻木地遵照小朋友的要求, 如 :

Ø Must finish the meal, After that can have some snacks 一定要食完正餐, 才可吃零食

Ø Before 1 hours of meal cannot have any milk or heavy snacks 餐前 1 小時不可吃零食, 飲汽水及飲奶

Ø NO TV games/Computer game during Mon to Fri 星期一至星期五不可打機

Ø No excuse for late of any course 不可因看電視, 玩玩具而遲到上興趣班

Ø No taxi for going to course (unless allowed in advance) 不可乘坐的士到興趣班 (除得到准許)

Ø Must not Only bread/milk/snacks for meals (noodles is allowed) 不能食麵包/奶替代正餐 (粉麵除外)

If the child naughty, you can let him sit on the chair, or cancel the play time or keep up 1 toy to MRs without any asking

* 如小朋友不聽話, 不須詢問可自行執行適當的罰, 只可罰坐/取消自由時間/扣起 1 份玩具待太太處理

* Never beat or hurt him how naughty he is. Tell mums/sirs when they are back

一定不可打小朋友, 必定會報警處理

5) When child at home, cannot do the housework in the toilet or kitchen more than 1 hour, must keep your eye on him every time. Must not nap, chat with your friends on the phone or stay in the bedroom 當小朋友在家時, 不可長時間(1 小時以上)在廚房/廁所做家務, 更不能在自己房間內, 如午睡, 講電話, 可以的話陪小朋友玩玩

6) Doing the housework in the kitchen /bathroom or sweep the floor during child not at home 當小朋友不在家時才可抹地

7) Must give not less than 5 cups of water/tea to child 每天應給 5 杯水/茶給小朋友

8) When you need to out/come back, please let elder parents know, If you go out with child, must let mrs know

and allow(unless it is emergency)不可經常說私人電話/長途電話 (每次只可 10 分鐘), 每日只可 5 次, 更不可私自辦理私事, 每次必須得到批准, 每次出街/回家必須通知公公/婆婆, 如小朋友跟隨必須通知太太, (不可私自外出和帶小朋友外出,除緊急事故,例如火燭)

9)Every time you go out, please bring the tissue 每次出街必須帶備紙巾, 濕紙巾