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每日工作

Daily Routine

1. 預備早餐
Prepare breakfast
2. 購買食物和日常必需品
Buy daily food and household supply
3. 煮午膳
Cook Lunch
4. 每日基本清潔
Daily general cleaning
 - § 清潔地毯
Carpet vacuum cleaning
 - § 掃地
Sweeping floor
 - § 打掃房間包括書櫃、窗邊、書檯及其他傢俬
Dusting all rooms including book shelves, window edges, desks and other furniture
5. 照顧嬰兒及兒童
Take care of baby and children
6. 照顧老人家
Take care of elderly
7. 煮晚膳 - 晚膳後，洗淨所有用具及清潔煲、爐、廚房地下和牆壁，如沒有其他工作則可以睡覺。
Cook Dinner – after dinner, wash all used utensil and clean the cooker and sweep and clean the floor. If no any job, please ask your employer permit and then you can go to sleep.
8. 洗衣服 - 如足夠一機衫
Laundry – Whenever accumulated enough for one machine full
9. 衣服晾乾後須燙好
Iron the clothes after the clothes is dried
10. 如有需要時洗車
Clean the car if required

每週家庭雜務

Weekly Household Chore

1. 客廳

Sitting Room :

- 清潔電話
Clean the telephone
- 清潔燈罩內部
Clean the interior of the lampsheds
- 清潔燈炮
Clean the bulbs
- 清潔組合櫃上的擺設
Clean the decoration on the cupboards
- 清潔大門及閘
Clean the entrance door/gate

2. 廚房

Kitchen :

- 清潔廚櫃的內外
Clean the cupboard inside and outside
- 用洗潔精清潔牆壁瓷磚
Clean the wall tiles with detergent
- 清潔煲、煤氣爐、熱水煲和微波爐
Clean the cooker, gas stove, oven pots and micro-oven etc.
- 清潔雪櫃內外
Clean the refrigerator inside and outside
- 清潔乾碗機
Clean the dish drier
- 清潔煤氣爐的週圍、工作地點和去水盤
Clean the gas stove area, working place and sink
- 清潔地下
Clean the floor tile
- 清潔掃把、刷和所有清潔用具
Clean the broom, brush and all cleaning utensil
- 清潔抽氣扇
Clean the Exhaust Fan
- 清潔垃圾桶內外
Clean the garbage bucket inside and outside

3. 浴室：每日清潔
Bathroom：(Daily Cleaning)

- 洗淨地面和牆壁瓷磚
Wash the floor and wall tiles
- 清潔鏡箱內外
Clean the mirror box, inside and outside
- 用洗潔精清洗坐廁
Clean toilet bowl with detergent
- 清潔和擦亮洗衣機
Clean and wax exterior of the washing machine
- 清潔熱水器外部
Clean the exterior of the water heater
- 清潔浴室簾
Clean shower curtain
- 清潔浴門
Clean the door

4. 睡房：
Bedroom

- 清潔和擦亮電視機
Wax clean the Television
- 清潔和擦亮冷氣機、暖爐
Wax clean the air-condition and heat
- 清潔和擦亮抽濕機
Wax clean the de-humidifier
- 清潔和擦亮檯面
Wax clean desktops
- 清潔和擦亮主人房廁所
Clean the bedroom toilet
- 清潔燈罩
Clean the lampshades
- 清潔組合櫃的擺設
Clean the decoration on the cupboards
- 清潔衣櫃的外面
Clean the exterior of wardrobe
- 清潔更衣室及衣櫃內的鏡子
Clean the mirrors of the changing room and mirrors inside the wardrobe

每月家庭雜務

Monthly Household Chore

1. 清潔窗
Clean the windows
- 可以輪流清潔、但需兩星期內完全清理
Can be done by turn, however must be thorough cleaned once every two weeks.
2. 每兩星期內輪流清潔垂直和橫的百頁簾
Clean the vertical blind and horizontal blind by turn, once every two (2) week
3. 洗窗簾布
Wash the curtains

總括來說、妳的工作和責任包括在工作細則內所敘述的工作及僱主交待的任何工作。

On a whole, your duties and responsibilities shall include the usual duties described in the job Description given to you and other duties which your employer may assign upon you to perform.

補充協議

Supplementary Agreement

- 1) 妳的休假日 _____. 不過如有需要，休假日可由其他日子取代或以薪酬代替，妳將在事前獲得通知。
Your official day off is on _____. However, when required a rest day can be changed by substituting another day as rest day or will be paid instead. You will be informed beforehand.
- 2) 假如妳不能在法定假期中休息將以其他日期或薪酬代替。
If you are not allowed to take your statutory holidays you will be paid or changed by substituting another day instead.
- 3) 就算在假期中，妳也不能以任何理由在外過夜。
You are not allowed to stay out overnight for any reason even on holidays.
- 4) 在休假日或法定日時，妳應在 _____ 回到工作地點。
You must return to the house *not later than _____ on your day-off or statutory Holidays.
- 5) 在休假日離開前應清潔廚房和客廳，預備飲用水和洗淨所有水杯。
You are required to tidy up the kitchen and parlor, prepare some drinking water and wash all the used dirty cups before leaving the house.
- 6) 在晚上妳需要照顧和與嬰兒同睡。
During night time you need to sleep with baby and take care of the baby whenever baby needs you
- 7) 你需要照顧以下年齡的人：
You need to take care of the following ages people:
甲 a. 嬰兒 Baby : _____
乙 b. 孩子 Children : _____
丙 c. 老人家 Elderly : _____
丁 d. 成年人 Adult : _____
- 8) 你需要帶孩子上學及接孩子放學。
You are required to bring the children to school and fetch them from school.
- 9) 你一定要學煮中西菜。
You must learn how to cook Chinese/Western food.
- 10) 你一定要把頭髮剪短（時常保持短頭）
You must have your hair cut. (Keep it above shoulder length all the time.)
- 11) 你每日一定要完成當日的工作後洗澡
You must take a bath every evening when you finish all daily work

備忘

Reminder

1. 離開住宅前，以下物品須關閉和熄滅：
Before leaving the house, the followings should be close or switched off:
 - § 檢查窗門
Check windows and door
 - § 檢查所有煤氣爐
Check all gas stove
 - § 檢查熱水器
Check water heater
 - § 檢查所有電器
Check all electrical appliance
 - § 檢查門鎖
Check door lock
2. 不要在搪瓷器皿內煮酸性的食物和沙律，因為會產生化學反應
Do not store or cook sour liquid or salad in enamel pots chemical reactions might result.
3. 如有任何物件損壞，須立即報告僱主和解釋損壞的物品價值
Report damages and cause of it immediately to your employer. Never try to hide it as employer will find out eventually
4. 僱主有權利保留在薪酬中扣取因妳的疏忽而損壞的物品價值。
Employer reserves the right to deduct the cost of the damaged items caused by your negligence
5. 未經僱主批准，不得接待任何訪客。
No visitor is allowed without the employer's approval.
6. 未經僱主批准，不得移動或取去住宅內任何物品。
Everything place inside employer's house cannot remove or taken away without employer's prior approval
7. 提醒僱主更換那些超過每週開支的物品以便更有效地運用金錢。
Alert your employer of necessary replacement of household utensils that may exceed normal weekly household expert budget, to allow for timely allocation of money.

8. 在工作時不要穿著緊身的牛仔褲及低胸 T 恤。
Do not wear tight jeans and short pants and low-cut T-shirt while you are working.
9. 不要穿著睡衣出入客廳。
Do not wear pajamas walk across the parlor
10. 妳的衣服特別是內衣服須與僱主和孩童的衣服分開洗滌。
Wash your own clothes separately from those of your employer and the children. (Especially the under-wear)
11. 不要在孩童面前吃零食或亂給孩童食物。
Do not eat snacks in front of children or give your food to them. Any food given to them must get permit.
12. 接聽電話的態度是非常重要的。妳需要有禮貌和在僱主不在家時為僱主留言。
Telephone manner is very important. You must be polite and able to take message for employer or during employer absence from home.
13. 所有飲用水煮至沸點方可飲用。所有電器用品和電飯煲不能在水中洗滌妳應用濕布抹淨。
All drinking water must be boiled to boiling point before drinking, all electrical appliances and rice cookers cannot be put in water for cleaning. You can clean them with damp cloths
14. 不同用途用不同的毛巾，例如：
Use separate towels for different purposes. Such as:
- § 抹地
Wiping floor
 - § 抹傢私
Cleaning furniture
 - § 抹食飯檯
Cleaning dining table
 - § 洗油膩的碟
Washing oily dishes
 - § 洗杯
Washing cups
 - § 洗盤
Washing basin
 - § 洗廁所
Washing toilet

* 不同的用途，妳一定要用不同的毛巾 *
* You should use separate towels for each purpose.*

15. 不要在工作時間寫信，應在假期寫信。
Do not write letters during your working days, do it on your holidays
16. 因為中國人的迷信，不要將掃把帶入主人屋中。
Do not bring any brooms to your employer's house, because of Chinese superstition.
17. 不要因喜好而為家中部分成員提供額外服務。
Do not give any extra service for some members of family as your favorite
18. 不要在工作時表現不耐煩也不要發牢騷。
Never show that you are annoyed and grumble when you are at work
19. 不要對別人公開你的不滿。
Do not confide your troubles to someone in public
20. 不要在工作時間探訪你的朋友或其他僱傭。
Do not visit your friend or fellow worker when you are on duty.
21. 不要在僱主或其成員面前與其他傭工爭吵。在僱主家中他們不應聽到因磨擦而產生的吵鬧。
Do not argue with fellow workers within sight of the member of the family. They must never hear any word of friction within the household premises.
22. 避免向僱主或其他僱傭借錢。
Avoid borrowing money from your employer or fellow workers.
23. 工作時間要準時，生病應立即通知僱主。
To be on time with your duties, In case of illness, notify your employer.
24. 假如你的僱主或其他成員的要求不合理也不要與他們爭吵。如是其他成員可與僱主直接商討。
Do not argue with your employer or members of the family even if their request is unreasonable; Tell your difficulty to another members of the family who may discuss them with your employers
25. 未經僱主批准不要隨便替工。
Do not make substitutions without authorization from your employer.
26. 不要讓你的親朋到訪，因為你需要負責屋內的任何損失。
Do not allow your friends and relatives to visit you as you are held responsible if any valuables in the house are missing.

27. 不要因為受到指責而沮喪。可能只是妳未能把工作做好，也許這樣可以幫助妳改進工作。
Do not feel bad when you are criticized, It may mean that you have not done something well and perhaps it may contribute to your improvement.
28. 將妳的貴重文件如護照、工作簽證和香港身份證影印。如遺失正本也易於補領。
Copy all valuable documents like passport, visa contract, and ID cards and keep in a separate and safe place. It would be helpful, in case you loss the originals
29. 如有空閒可稍事休息但要隨時開門或接聽電話、縫衣服等。一個好的女傭應做其他家務如為盆栽換盆或清理廚房；廚櫃。
When you are free, you can take a rest, but be ready to open the door or answer the telephone, do sewing, etc. A good maid will do household chore like replanting plants or cleaning the kitchen, cupboard (Cabinet).
30. 一定要絕對誠實、服從，勤奮和整潔。
You must practice absolute honesty, obedience, diligent and cleanliness.
31. 嚴格依照妳的僱主做家務和照顧嬰兒。用紙記下僱主的有關指示以便透切了解，如有不明白應立即詢問或要求僱主重覆
Strictly follow your employer's instructions on methods of household work and baby care. Make sure that you understand your employer's instructions clearly all the time by jotting down instructions if necessary or ask your employer to repeat it when you are in doubt.
32. 對僱主的孩童要有慈祥、容忍和有愛心。
Be kind, loving and patient towards your Employer's children.
33. 在工作時間不能有私人電話，如有緊急事也不要超過三分鐘
During working hours, you should noy make personal calls, even for emergency calls you should not exceed 5 minutes.
34. 未經批准，不得擅自離開僱主住宅。
You should not leave the house without the employer's permission.
35. 接聽電話要有禮貌，應詳細記下對方的留言。
Answer telephone calls very politely and clearly, and take down message.

6. 妳不可以坐、臥在沙發及僱主和家庭成員床上。
You aren't allowed to rest and lean on sofa of parlour and your employer's bed.
7. 進入僱主房或其他家庭成員之房間時，要先敲門。
Always knock the door before entering your employer's bedroom or the rooms for other family members.
8. 當僱主給你信息前，你應先問他是否需要幫手，別讓他開口叫你時才幫手。
When your employer show sign of wanting something, ask them immediately (Is there anything I can do for you, sir/madam)
If possible do not wait for them to call your attention.

簡單工作表

Simple Work Routine

早上 (Morning Schedule)

1. 早上 () 時起床。
Wake up at () a.m.
2. 燒開水及弄早餐。
Prepare drinking water and breakfast.
3. 照顧小孩子起床及洗面。
Help children wake up, get dressed and brush teeth.
 - § 做早餐。
Prepare breakfast.
 - § 在 () 時前送小孩子到校巴士。
Take children to the school bus-stop before () a.m.
 - § 到市場買菜。
Go to market to buy food.
 - § 洗衣服。
Use washing machine to wash clothes.
 - § 打掃屋子 (須擦地及打蠟)
Clean up the house (must sweep and wax the floor)
 - § 準備午餐。
Prepare lunch.
 - § 接小孩子放學。
Pick up the children after school.
 - § 幫助小孩子吃午飯。
Help children to have lunch.

下午 (Afternoon)

4. 飯後清洗碗碟，廚房及爐灶。
Please Wash dishes and clean oven and cooking utensils after lunch.
5. 讓小孩子小睡片刻。
Let children have a nap
6. 清潔浴室，洗手間的地皮及馬桶。
Clean bathroom, Bathroom implements and floor.

7. 小孩子起床後，敦促他們做功課。
When children wake up, tutor them with homework or let them do their homework themselves.
8. 帶小孩子到遊樂場或公園玩耍
Take children go to playground or park to play
9. 幫小孩子洗澡
Help children to take showers or have a bath
10. 如替小孩子洗頭後，須吹乾頭髮
Please help blow-dry children's hair after the hair wash
11. 讓小孩子看一會電視
Let children watch T.V. for a while
12. 熨衣服
Ironing

晚間 (Evening)

13. 準備晚飯
Prepare dinner.
14. 飯後清洗碗碟，廚房及爐灶
Wash dishes and clean oven cooking utensils after dinner.
15. 倒垃圾
Empty the rubbish bin.
16. 收拾客廳
Clean up living room.
17. 照顧小孩子就寢
Help children to go to sleep.
18. 自由作息
Do your own business.



如需購買

詳細工作指南

請聯絡本公司查詢詳情