

R SOP 2 : THE ROLE OF MANAGER ON DUTY

THE ROLE OF MANAGER ON DUTY

The manager on Duty is representing the General Manager and Management Team and is expected to make decision towards any incidents and take responsibility on any issues with regards to any departments during their duty hours.

Who will be appointed Manager on Duty

- General Manager
- Executive Assistance Manager
- Financial Manager
- Security Manager
- Human Resources Manager
- Housekeeping Manager
- Operation Manager
- Food & Beverage Manager
- Engineering Manager

Duty Day and Hours:

- Saturday and Sunday (over night stay) 8:00 am on Saturday to 8:00 pm on Sunday
- Public Holiday 10:00 am – 20:00 pm

Benefit & Privilege

- MOD on a Public Holiday is Entitle to -A Duty Meal for Lunch at the Restaurant and Compensated day off for 1 day
- MOD on Saturday and Sunday (Over night stay) is Entitle to Duty Meals for Lunch and Dinner on Saturday , Breakfast and Lunch on Sunday at The Restaurant or Room service and can take Compensated days off for 2 days. MOD can bring his/her family to stay in and entitle to have complimentary breakfast for the next day

Swapping Schedule

- Should there be a need for one manager to switch with another manager shifts, the procedure is as follows:
- The one who wants to swap his/her shift must already find the other manager who agrees to replace him or her
- Both Managers have to give written notification in MOD change Form at least two days in advance to the General Manager and EAM.
- After approval has been given by EAM AND General Manager, HR Manager will change the MOD Schedule in the Publish Shared Drive and also inform Operation Manager and Security Manager
- MOD schedule will be set on bi-monthly basis in advance set by HR.

Manager On Duty Manual

Ensheng Dong



Manager On Duty Manual:

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