



**THE HOT BREAD KITCHEN  
APPLICATION PACK FOR  
ASSISTANT AIR CON TECHNICIAN**

**Closing Date: 10<sup>th</sup> March 2025 at 5.00pm**

*We reserve the right to close this vacancy early if we receive sufficient applications for the role.  
If you are interested, please submit your application as early as possible.*

## **APPLICATION AND RECRUITMENT PROCESS INFORMATION AND GUIDANCE**

The Hot Bread Kitchen is committed to being the Pacific's leading bakery, providing quality products, outstanding customer service and superb cleanliness.

Candidates should be aware that all positions within the Company involve some degree of food safety standards, although the extent of that responsibility will vary according to the nature of the post. Please see the job description for the post.

Recruitment and selection at The Hot Bread Kitchen is designed to meet the requirements of best practice and of legal obligations.

If you are currently working with food on either a paid or voluntary basis, your current employer will be asked about food hygiene standards, including disciplinary offences relating to food safety, and whether you have been the subject of any enquiry or disciplinary procedure. If you are not currently working with food but have done so in the past, that previous employer may be asked about such issues.

All offers of employment are conditional, including requiring a satisfactory enhanced criminal records check, medical clearance, satisfactory references, proof of any declared qualifications, documentary evidence of your identity and evidence of your right to work in Fiji.

You should be aware that providing false information is an offence and could result in the application being rejected or summary dismissal if you have been selected, and possible referral to the Police.

All posts will be advertised internally and usually externally. The company is not obliged to advertise externally where there are candidates of merit and ability already within the company. Recruitment processes run in accordance with the company's Employee Equal Opportunity Policy.

### **INVITATION TO INTERVIEW**

If you are invited to interview, this will be conducted in person. Areas explored will include food hygiene. All candidates invited to interview must bring documents confirming any educational and professional qualifications that are necessary or relevant for the post, e.g. the original or certified copy of certificates, diplomas etc. Where originals or certified copies are not available for the successful candidate, written confirmation of the relevant qualifications must be obtained from the awarding body.

All candidates invited to interview must also bring with them:

- A current passport and a photocard eg driving licence as a form of photographic ID,
- A full birth certificate,

- An original utility bill or financial statement showing the candidate's current name and address (dated within the last three months),
- Where appropriate, any documentation evidencing a change of name,
- Documentary evidence of right to work in Fiji such as birth certificate, passport, or Fiji Immigration documentation.

## **JOB VACANCY: ASSISTANT AIR-CON TECHNICIAN**

We love bread. We love mixing it, we love making it, we love baking it. And we love that our freshly baked, preservative-free bread nourishes the nation, as it has since 1982. An equal opportunity employer, we have been awarded Employer of Choice multiple times.

We now seek an **Assistant Air-con Technician** to join our **Repair & Maintenance** Team to ensure proper functioning order of all company assets, including machinery, equipment, buildings, and infrastructure, by performing routine maintenance checks, fixing breakdowns, and making necessary repairs to prevent disruptions and optimize asset lifespan. The successful candidate will earn \$7.00/hour.

The **Assistant Air Con Technician** is responsible for supporting the Lead AC Technician in various tasks related to installing, maintaining, and repairing air conditioning systems.

The role entails assisting a senior technician with routine maintenance tasks like cleaning filters, checking fluid levels, supporting installations, preparing job sites, transporting materials, and generally helping with troubleshooting and repairs on air conditioning units. Our ideal candidate will have understanding of basic AC components and systems and knowledge of safety protocols when working with refrigerants and electrical components,

Does this sound like you? Interested? Read on!

### **KEY RESPONSIBILITIES:**

- Prepare work areas, clear debris, and ensure space is ready
- Assist in transporting and positioning heavy AC units
- Help connect refrigeration line, wiring, and ducts under supervision
- Clean air filters, coils, and other components
- Inspect systems for damage and report findings
- Replace or clean filters to ensure efficiency

### **KNOWLEDGE, EXPERIENCE, SKILLS & ABILITIES:**

- Understanding the function of parts such as compressors, condensers, evaporators, expansion valves, and refrigerant lines.
- Awareness of different types of refrigerants, proper charging procedures, and safety guidelines related to handling and recovery.
- Knowledge of basic electrical concepts such as voltage, amperage, wiring diagrams, and proper use of electrical tools.

<ul style="list-style-type: none"> <li>• Help diagnose issues such as poor cooling or noise, under guidance</li> <li>• Replace minor parts such as filters, fuses and thermostats</li> <li>• Assist with refrigerant handling, following safety procedures</li> <li>• Communicate with staff and responding to queries under supervision</li> <li>• Ensure safe and clean work practices</li> <li>• Be open to continuously learning new skills, techniques and technologies</li> <li>• Observe and assist in repairs, troubleshooting and installations</li> <li>• Organize and maintain tools, ensuring they are in good working order</li> <li>• Assist with tracking parts and supplies</li> </ul>	<ul style="list-style-type: none"> <li>• Understand how airflow is controlled within an AC system and how to diagnose airflow issues.</li> <li>• Ability to identify common AC malfunctions using diagnostic tools and implement basic troubleshooting steps.</li> <li>• Skillful use of tools such as screwdrivers, wrenches, pliers, and other tools required for AC work.</li> <li>• Ability to wire and connect electrical components within an AC system.</li> <li>• Interpreting basic wiring diagrams and system layouts to locate components.</li> <li>• Communicating clearly with colleagues, explaining issues and providing updates on repair progress.</li> <li>• Adherence to safety protocols including proper PPE usage, refrigerant handling procedures, and working at height.</li> <li>• Ability to lift heavy equipment, work in tight spaces, and stand for extended periods.</li> <li>• Enthusiasm for occupational health and safety (OHS) in the workplace.</li> </ul>
<p><b>OUR REQUIREMENTS:</b></p> <ul style="list-style-type: none"> <li>• Trade Certificate in Refrigeration and Air Conditioning</li> <li>• Minimum of 2 years of experience in Refrigeration and Air Conditioning</li> <li>• Good interpersonal/communication skills</li> <li>• Group 2 Driving License</li> </ul>	
<p>To apply, submit your CV to <a href="mailto:vacancies@hbk.com.fj">vacancies@hbk.com.fj</a></p>	

The Hot Bread Kitchen is committed to food hygiene and healthy choice, and expects all staff and volunteers to share this commitment.

## **BENEFITS AND SALARY FOR AN ASSISTANT AIR CON TECHNICIAN**

The Hot Bread Kitchen is a modern Pacific company, champions of baking excellence, and an employer of choice. The benefits package for an **Assistant Air Con Technician** includes:

- **\$7.00**/hour depending on experience,
- 6 months performance bonus payouts,
- Salary paid fortnightly into your bank account,
- Staff Saving Scheme,
- Opt-in Staff Bereavement Fund.
- Support for further on-the-job training and offsite courses.

### **ASSISTANT AIR CON TECHNICIAN**

We are currently seeking to recruit an experienced **Assistant Air Con Technician** who will work as part of a team to ensure that proper functioning order of all company assets, including machinery, equipment, buildings, and infrastructure, by performing routine maintenance checks, fixing breakdowns, and making necessary repairs to prevent disruptions and optimize asset lifespan.

The **Assistant Air Con Technician** will supports the lead AC technician in various tasks related to installing, maintaining, and repairing air conditioning systems.

Working hours are nominally 80 hours per fortnight, year-round, with 10 days' annual leave plus public holidays. Some out-of-hours' work (occasional evenings and weekends) will be required and the post-holder may be called out in emergencies, for which additional pay and/or time off in lieu will be available.

You will be supported in your professional development and career with our friendly and welcoming team and enjoy benefits to be discussed with the successful applicant.

This job description gives an overall indication of the areas of responsibility of the position but is by no means all-encompassing or fixed.

The post holder may be required to undertake any other reasonable task requested by their Line Manager which falls within the capabilities of the successful applicant, are within the general responsibilities of the post and which are in accordance with the usual practice of a leading food manufacturer.

The Hot Bread Kitchen is an equal opportunities employer.

Job Title	Assistant Air Con Technician
Main purpose of the position:	Supports the lead AC technician in various tasks related to installing, maintaining, and repairing air conditioning systems.
Reporting to:	Manager - Repair & Maintenance
Working pattern:	8am - 5pm (occasional evenings & weekends)

## PERSON SPECIFICATION FOR ASSISTANT AIR CON TECHNICIAN

Specification	Essential	Desirable
Knowledge and experience	<input checked="" type="checkbox"/>	
Understanding of basic AC components and systems	<input checked="" type="checkbox"/>	
Relevant qualification/membership	<input checked="" type="checkbox"/>	
Ability to work within a team	<input checked="" type="checkbox"/>	
Ability to work with and to lead a team	<input checked="" type="checkbox"/>	
Full, clean Fiji driving licence with D1 entitlement		<input checked="" type="checkbox"/>
Eager to acquire skills under supervision & training	<input checked="" type="checkbox"/>	
Understanding of health & safety policy and practice	<input checked="" type="checkbox"/>	
Previous health & safety training/qualification including fire safety and OHS		<input checked="" type="checkbox"/>
Previous training in Food Safety and Food Hygiene.		<input checked="" type="checkbox"/>
Experience of working in a professional food setting		<input checked="" type="checkbox"/>
Good interpersonal skills	<input checked="" type="checkbox"/>	
Problem-solving, positive, can-do attitude	<input checked="" type="checkbox"/>	
Focus on outcomes and providing essential customer services	<input checked="" type="checkbox"/>	
Ability to work within a team and independently	<input checked="" type="checkbox"/>	
Ability to demonstrate personal honesty and integrity	<input checked="" type="checkbox"/>	
Ability to communicate well with customers, colleagues and suppliers	<input checked="" type="checkbox"/>	
Sense of humour and proportion	<input checked="" type="checkbox"/>	
Adaptable and flexible to meet demands of role ie additional or unsocial hours	<input checked="" type="checkbox"/>	
Compatible with the company's Vision, Mission and Values	<input checked="" type="checkbox"/>	

