## 銀杏館 <br> Gingko House

## 長者就業•豐盛耆年 <br> Support Senior Employment

銀杏館是香港首間策動「長者就業」的社企，為經濟或心理上有需要工作的長者提供就業機會，讓他們樂享豐盛耆年。目前業務發展涵蓋餐館，有機農莊，食品製造，餐飲到會，長者樂隊，網上及零售士多等。銀杏館從2003年起致力推動長者就業，聘請長者擔任不同崗位，而且可按長者員工的個人需要，彈性編配上班時間，讓他們工作與生活取得平衡。

## 疫情無減長者就業機會

疫情重創飲食業，銀杏館六家分店也受到不同程度的影響o雖然人流大跌，但在繼續達致「人人有工返」的大前提下，銀杏館想盡辦法，減低對員工的影響，例如安排晚市同事調往早更工作，以及推出即食餸包，既解決顧客不能堂食的不便，也可保持員工的工作量。此外，餐廳在疫情下繼續派發愛心福飯，幫助有經濟困難的老友記與弱勢社群。


Gingko House is Hong Kong＇s first social enterprise to promote＂elderly employment＂．It provides job opportunities for elderly who are in need of economic or psychological support．The diversified business now includes restaurants，organic farms，food manufacturing， catering，elderly bands，online and retail stores，etc． Since its establishment in 2003，Gingko House has been dedicated to promoting senior employment．Flexible working hours are also arranged according to the needs of elderly employees so as to maintain their work－life balance．

## Agile job arrangement under the pandemic

The food and beverage industry was severely impacted by the pandemic．Despite the drastic drop of business in all of the six branches of Gingko House，the social enterprise managed to explore other ways to minimise the impact to the employees．For instance，night shift staff were changed to work in the daytime and instant food packets were launched so as to facilitate the customers under the no dine－in policy and to maintain the workload of the staff at the same time．Furthermore， Gingko House continued to distribute free meal boxes to the elderly and the underprivileged of the community amidst the pandemic．

> 樂活新中年慈善動力有限公司 Happy－Retired Charity Action Limited

## 新中年工作配對服務

Golden－Age Job Matching Service

樂活新中年慈善動力有限公司（＂樂活新中年＂）為新中年建立工作配對平台，為有意重投職場的 $50+$ 新中年／長者提供工作履歷認證和工作配對服務，協助他們開展事業的新一頁。另一方面，樂活新中年以中介人角色，為僱主提供合適的新中年人才，與年輕人在工作中傳承職場經驗和技巧，互補長短，建構多元共融的工作環境。

## 金齡人才庫推動長者就業

樂活新中年設有人才庫服務平台展示正值金齡的新中年，讓各行各業的僱主能有效及準確地聘請適合的 $50+$ 人士。其專業人才配對團隊會根據僱主的招聘要求進行基本的配對，每年提供超過 100 個工作機會。以往曾為各大國際及本地企業，中小企，社企和社福機構配對合適的新中年人才，職位和工種多元化，包括會計師，會計文員，行政助理，客戶服務，採購，人力資源主管•主任等 $\cdot$ 協助超過 1,000 位新中年接受公司 $/$ 機構工作面試。

## 就業工作坊裝備金齡求職者

此外，樂活新中年提供全面的資訊，活動和訓練予年長人士，例如舉辦就業工作坊協助認識現時求職新導向，透過到職場工作坊學習軟技能，全方位為他們重建就業心態，裝備自己重投職場，有助打破僱主成見，推動對新中年的認可。


Happy－Retired Charity Action Limited（＂HRCA＂）is set up with a dedicated job matching platform for the young－olds and retirees who are interested in returning to the workforce，providing profile accreditation services and job matching services to develop their second career．On the other hand，HRCA recommends suitable candidates to employers，with the aim to foster interactions between young－old and younger generations，and to pass on their experiences and expertise to young people．

## Young－old talent pool promotes senior employment

The dedicated Talent Pool platform showcases the expertise of the young－old job－seekers，facilitating employers from various industries to recruit suitable 50＋candidates effectively．HRCA＇s professional talent matching team perform job matching based on the employers＇recruitment requirements，providing more than 100 job opportunities each year．HRCA has successfully matched suitable young－olds with international and local corporations，as well as small and medium－sized enterprises，social enterprises and non－government organisations，for positions like accountants，account clerks，administrative assistants， customer service assistants，procurement and human resources heads and officers etc．More than 1,000 young－olds have received interviews of different companies／organisations．

## Workshops to equip young－olds

HRCA also provides comprehensive information and trainings to the young－olds，such as workshops on latest recruitment trend and soft skills enhancement， in order to rebuild their mindset and unleash their potential with the hope to foster employer＇s recognition of the young－olds．


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## 聘任長者員工計劃 <br> Hiring Elderly Programme

康業鼓勵長者就業，並透過不同渠道進行招聘，包括僱員再培訓局的「後50•實習生計劃」，為年長人士提供就業機會，他們的工作態度普遍正面，樂觀積極兼且願意學習。公司的人力資源政策已將前線員工正式退休年齡延至70歲，並讓他們選擇全職或兼職合約工作的聘用形式，亦會邀請來自不同部門的退休員工，按其專業技能和工作經驗，以合約形式，重新聘任成為兼職員工，擔任顧問，培訓導師或培訓課程審核人員等職務，將公司文化，行業知識和工作經驗傳承予其他員工，現時超過 1,000 名員工為 60 歲或以上。

## 師傅带徒弟計劃

「師傅帶徒弟計劃」於2010年起推行，為公司自行開辦資歷架構認可的第三級內部培訓課程，同事完成課程後便成為「師傅」，負責協助新入職員工於首三個月內熟悉公司的文化及運作並盡快投入工作。

為監察成效，公司委任已退休的資深員工成為計劃的審核人員，在完成「審核人員培訓課程 $~$ 後，負責定期為新入職員工的表現及能力進行內部審核，檢討員工不足之處並提出改善建議，以達致提升員工工作效率及質素的效果。


Hong Yip supports elderly employment and provides job opportunities for the elderly people through various recruitment channels，including the Employees Retraining Board＇s＂Post－50 Internship Programme＂． Elderly employees generally possess positive optimistic attitude and are willing to learn，the official retirement age for frontline staff has been extended to 70 years old under the human resources policy，provides part－ time and full－time employment options to them as well． Besides，Hong Yip re－employ retired staff from different departments as contract employees．They would take up job duties including consultants，trainers and auditors for training courses according to their professional capabilities and work experience so that they can pass on Hong Yip＇s corporate culture，industry knowledge and hands－on experience to serving employees．Currently， more than 1,000 staff are aged over 60 ．

## Mentorship Training Programme

The＂Mentorship Training Programme＂，developed by Hong Yip internally and recognised as Qualifications Framework Level 3，was launched in Hong Yip in 2010. By the completion of the programme，our trainees would become＂Mentors＂and coach the new joiners on corporate culture and daily operation in the first three months of their employment．

To monitor its effectiveness，Hong Yip appoints retired elderly employees to be the auditors of the Mentorship Program．After completing the auditor training，they will conduct assessments on the performance and abilities of new joiners on a regular basis，and provide recommendations for their continuous enhancement．

## 輝煌復康產品製造有限公司 FH Rehabilitation Products Manufacturing Company Limited

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## Stay Inherited

輝煌復康產品製造有限公司以「活齡與傷健」為重任，多年來辦公室，貨倉至店舖，持續聘請中高齡人士以及傷健人士。「唯健康」門市所有分店高達七成同事為中高齡人士。對每位新入職的中高齡人士，均會進行一連串合適的在職培訓課程，包括產品的認識，顧客培訓，工作流程等，並會耐心指導，每年更進行大型的團體培訓，培養員工間的協作性以及提升團隊精神。

共融教室 Link Education

With the vision to promote diversity and inclusion， FH Rehabilitation Products Manufacturing Company Limited employs the elderly and disabilities in the office，warehouse and retail shops．Up to 70\％of the colleagues in the＂Health Top＂stores are the young－ olds．The company provides a series of on－the－job training for every newly joined young－old employee， including product knowledge，customer service and work flow．Large－scale group training is also provided every year to cultivate employee collaboration among colleagues and enhance team spirit．

## 銀髮教師計劃 <br> Silver－haired Teacher Recruitment

共融教室「銀髮教師計劃」致力為正值考慮退休或已退休人士而設，聘請他們到各中小學為有特殊學習需要的學生或其他學生提供學術，個人成長，生涯規劃，興趣等方面的輔導和指導。此職位屬兼職性質，可安排彈性的工作時間及地點，以配合個人健康及家庭需要。教室亦透過勞工處中高齡就業計劃聘用中高齡人士擔任客戶服務主任。

The Silver－haired Teacher Recruitment Programme of Link Education Limited is designed for people who are considering retirement or have already retired． Their major roles are to provide academic，personal growth，career planning，interest development and other counseling and guidance for SEN（Special Education Needs）students or other students in primary and secondary schools．This part－time job allows the retirees to enjoy flexible working hours and locations to accommodate personal health and family needs．Link Education also employs young－ olds through Labour Department＇s Employment Programme for the Elderly and Middle－aged to serve as customer service officers．

