

Job Ad: Church Venue Caretaker 教會場地管理員

We are seeking a reliable and service-minded Church Venue Caretaker to support the smooth daily operation, cleanliness, safety, and readiness of our church premises.

KEY RESPONSIBILITIES:

- The successful candidate will carry out regular venue patrols, open and close the premises before and after gatherings, check facilities, support cleaning and venue set-up, welcome members and visitors, help maintain order during gatherings, and assist with enquiries or emergencies when required.
- This role requires a 6-day work week with shift duties, including weekends and evenings as operational needs arise.
- Statutory holidays will be arranged in accordance with applicable employment requirements.

REQUIREMENTS:

- Minimum 1 to 2 years of relevant work experience.
- Able to speak and read basic English, Chinese, and Mandarin.
- Responsible, punctual, courteous, approachable, and able to work independently with a hands-on attitude toward cleaning, venue preparation, basic facility checks, and front-line support.

HOW TO APPLY:

Please apply by email at staff@hkkibc.org or call 2337 2555 and contact Miss Chan.

教會場地管理員

現誠聘可靠並具服務熱誠之教會場地管理員, 協助教會場地日常運作, 保持場地整潔、安全及妥善預備。

工作職責

- 主要職責包括定期巡邏教會場地、於聚會前後開關及關閉場地、檢查設施、協助清潔及場地佈置、接待會友及訪客、協助維持聚會秩序, 以及按需要處理查詢或突發情況。
- 本職位每週工作六天, 需輪班當值, 並可按運作需要於週末及晚間工作。
- 法定假期將按相關僱傭規定安排。

入職要求

- 具備最少一至兩年相關工作經驗;
- 能說及閱讀基本英語、中文及普通話;
- 具責任感、守時有禮、待人親切, 能獨立工作, 並願意以務實態度處理清潔、場地準備、簡單設施檢查及前線支援工作。

申請方法:

請電郵至 staff@hkkibc.org 或致電 2337 2555 聯絡陳小姐。