



列治文華人宣道會

RICHMOND CHINESE ALLIANCE CHURCH

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Job description for church caretaker 堂務同工工作範圍

- **Working under the direction of the Supervisor**
在主管的指導下工作
- **You will be required to perform physical labour and activities including but not limited to the below:**
你將需要進行體力勞動和活動，包括不限於以下內容：
 - **Maintain the Church building (indoor and outdoor) clean and tidy.**
保持教會內外乾淨整潔
 - **Keep track of the toilet paper, paper towels, hand soap and refill the supplies.**
補充廁所用品
 - **Clear the garbage in the trash bins and recycling bins.**
清理垃圾桶及回收桶
 - **Clear the drain holes of the roof top regularly.**
清理天台的去水位
 - **Help to organize the church kitchen, pantry, and storage spaces.**
整理教會的廚房、茶水間及儲物室，保持地方整潔
 - **Help to set up tables and chairs for meetings when required.**
如有需要，協助鋪排檯凳及預備場地
 - **Help to return the tables and chairs to the dollies after meetings.**
聚會後幫助把檯凳歸回原處
 - **Summer Season: clear leaves; water the plants/light landscape job.**
夏季：清除落葉及淋灑植物
 - **Winter Season: snow shovel and salting (walkways and entrances).**
冬季：清除行人道上積雪及灑鹽
- **Work 12 hours per week (4 hours per day), hourly wage \$20. Flexible but preferably on Monday, Friday & Saturday evenings.**
每星期工作 12 小時 (每天4小時)，每小時工資\$20。彈性工作時間，但首選星期一、五及六晚間。