



## Job Description

<b>Job title</b>	<b>Facility / Administrative Assistant (Part-Time up to 15 hrs./week)</b>
<b>Department</b>	<b>Facility Department</b>
<b>Reports to</b>	<b>Facility Manager</b>
<b>Date</b>	<b>Sept 15, 2025</b>

**Location: Bayview Campus**

### Church Background

Richmond Hill Christian Community Church (RHCCC) is a Purpose-Driven, multi-site campus church that carries out the five purposes of the New Testament Church: Worship, Fellowship, Discipleship, Ministry, and Mission. We are a multi-cultural, multi-generational, and multi-lingual (3M) evangelical church which ministers in English, Cantonese, and Mandarin. To learn more about RHCCC, visit <https://rhccc.ca/rhccc/e/>

### Reporting Structure

This position is reported to Facility Manager.

### Job Purpose

Responsible for staffing and maintaining front desk to serve newcomers and ministries. Ensure that the facility is operating optimally to meet the needs of the church.

### Duties and Responsibilities

1. Receptionist
  - Greet and provide information to congregants and visitors through telephone or in person contact.
  - Collect and distribute mail and deliveries.
  - Open and close the church according to established protocol.
2. Facility Operation
  - Operate church facility to support ministries, which includes HVAC, plumbing, electrical equipment, fire safety equipment, parking lot, landscaping, door and access.

- Work with contractors to maintain facility in good working order.
- 3. Cleanliness and Tidiness
  - Work with contract cleaners to ensure cleanliness of church lobby, stairway, and washrooms.
  - Always keep church clean and tidy, including furniture, office, parking lot and landscape areas.
- 4. General safety of church and congregation
  - Ensure that church safety policies and procedures are followed by all occupants of the church
  - Identify and correct any unsafe situation that may endanger the church or congregation.
  - Work with hired security guards to monitor church security and maintain proper order.
- 5. Administrative Support
  - Operate the church's booking system
  - General administrative duties as assigned by supervisor.
- 6. Emergency response to facility failure and other emergency situations.
  - Response to any emergency situations such as power failure, extreme weather or fire alarm etc. during or beyond regular work hours.

#### **Qualifications**

1. A passion to serve God and others
2. Fluent in English plus either Cantonese or Mandarin
3. Experience in reception and administrative duties.
4. Experience in facility support work is an asset

#### **Working Conditions**

Saturday evenings (5-10pm), backup daytime and evenings

#### **Physical Requirements**

Ability to lift furniture or equipment is an asset.

#### **Direct reports to this position**

N/A

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