



## Job Description

<b>Job title</b>	<b><i>Facility Administrative Assistant (Part-Time 20 hours/week)</i></b>
<b>Dept</b>	<b><i>Facility Dept.</i></b>
<b>Reports to</b>	<b><i>Facility Manager</i></b>
<b>Date</b>	<b><i>Jan 30, 2025</i></b>

### Church Background

RHCCC is a Purpose-Driven church to carry 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/>

### Job purpose

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

### Reporting Structure

This position is reported to Facility Manager.

### 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**

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

#### **Working conditions**

Friday evening (5-10:30pm), Saturday (10am-2pm) & other evenings.

#### **Physical requirements**

The ability to lift furniture or equipment is an asset.

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

N/A

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