

Physical Facilities Department 產管部

1) Event Coordinator 聚會負責人

a) Coordinate church events on weekends. Required to complete A/V training. Need to be familiar with emergency exit route and plan.

統籌週末的教會聚會, 需具備影音訓練的資格,

並熟悉緊急失火出口路線與細則.

2) Outdoor Landscaping Manager 戶外草坪管理

a) To maintain and beautify outdoor landscaping & oversee contractors during summer

維修與保養室外的園林綠化, 並在夏天監督承建商所料理的草坪.

b) To assist Transportation Department in maintaining the parking lot during winter

輔助交通部在冬天如何有效使用草地停車場

3) Burglar Alarm Manager (Training will be provided)

警鐘管理負責人(會提供訓練)

a) Basic knowledge of computer skills 需懂得基本的電腦技術

b) Occasional responses to alarms during off hours

處理偶發性的警鈴事件

c) Coordinates annual fire drill 統籌每年消防演習事宜