



VERGER

ST ANDREW'S CATHEDRAL

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St Andrew's Cathedral is an Anglican cathedral in Singapore that runs approximately 15 services per week. It is located near City Hall, Downtown Core, within the Central Area in Singapore's central business district. It is the main Cathedral church of the Anglican Diocese of Singapore and serves as the mother church of 27 parishes.

DUTIES & RESPONSIBILITIES

- Ensure the gates and facilities are opened and closed on time, and that only authorised personnel and vehicles are left in the compound after closure.
- Arming and disarming the alarm systems.
- Keep vigilance for suspicious persons or items, especially after office hours and to report any incidents to the supervisor.
- Contact point for staff and public on suspicious items or disruptive people, and contacting ambulance or authorities when needed.
- Responsible for keeping the sanctuaries and worship places clean and orderly.
- Make sure that resources under their care are sufficient and kept in a good order.
- Assist in keeping church equipment and fixtures in good condition, by reporting to Estate team for follow-up.
- Responsible for preparation of the Holy Sacraments for services and other ministry needs.
- Maintaining the Chalices, Ciborium used for Holy Communion, and other Ornaments and Plates in good condition.
- Prepare rooms and setup for events (seminars, meetings etc) as per requirement.
- Be on standby to provide logistical support to all ministry needs (eg communion, baptism, confirmation, ordination, weddings).

REQUIREMENTS

- Prior experience in building operations in church buildings will be an added advantage.
- NITEC and above or relevant studies
- Team oriented and good interpersonal skills.
- Required to work on weekends and to perform 8-hour shifts (5-day work week) and standby duties when necessary.

Please apply to hr@cathedral.org.sg with your updated resume and expected salary.