



## GENERAL WORKER (FACILITIES SUPPORT)

## ST MATTHEW'S CHURCH

### GENERAL WORKER (FACILITIES SUPPORT) FOR ST MATTHEW'S CHURCH

St Matthew's Church (Eng Hoon Street) is an Anglican church located in Tiong Bahru, Singapore, serving both English and Chinese congregations. We are committed to worship, community outreach, and nurturing spiritual growth across all age groups. As a church, we value teamwork, service, and a heart for ministry in supporting both congregations and the wider community.

圣马太堂（位于 Eng Hoon Street）是一间位于新加坡中峇鲁的圣公会教堂，设有英语和华语两个会众。我们致力于敬拜上帝、社区关怀，并培育各年龄层的属灵成长。作为教会，我们重视团队合作、服事精神，以及以爱心投入事工，支持两个会众及更广大的社区。

We are seeking a suitable and committed individual to join our church as a General Worker (Facilities Support) to support the maintenance, cleanliness, and operational readiness of our church facilities.

#### Job Purpose

To serve the life and ministry of the church by caring for our physical spaces — ensuring they are clean, safe, and ready — so that all who enter may worship, gather, and encounter God in a welcoming environment.

#### DUTIES & RESPONSIBILITIES

- Care for the cleanliness and general upkeep of all indoor and outdoor areas, including offices, restrooms, common spaces, and church grounds, creating a welcoming environment for all.
- Carry out basic maintenance and routine checks and promptly highlight any issues that require attention.
- Support the preparation and smooth running of worship services, meetings, and church events by setting up and clearing spaces, and working alongside clergy, staff, and volunteers.
- Assist in the logistical needs of church ministries and activities, including support during weekends and special services.
- Manage waste disposal and help maintain a clean and orderly environment throughout the premises.
- Assist with simple groundskeeping duties, including clearing debris and maintaining surrounding areas.
- Open and secure the church premises, ensuring that the facilities are safe, properly maintained, and ready for use each day.



## GENERAL WORKER (FACILITIES SUPPORT)

## ST MATTHEW'S CHURCH

### DUTIES & RESPONSIBILITIES (CONT'D)

- 维护教会室内外环境整洁，包括办公室、洗手间、公共区域及教会范围。
- 进行基本维护和日常检查，并及时报告任何设施损坏或相关问题。
- 为崇拜、会议及活动提供运作及后勤支持，包括协助布置和收拾家具、设备及物资，与牧职人员、教会职员及志愿者协调。包括周末及特别活动的支援。
- 管理垃圾处理，并按照程序正确处理垃圾和可回收物。
- 协助园区维护，包括清理杂物及维护室外区域。
- 开启及锁闭教会场所，确保遵守安全及消防规定，并进行每日检查。

### REQUIREMENTS

- Someone who is willing to serve faithfully in both seen and unseen ways.
- Reliable, responsible, and able to work independently.
- Physically able to carry out manual tasks and basic maintenance work.
- Willing to work weekends and support church activities as scheduled.
- 身体健康，能够执行体力及维护相关工作。
- 负责、可靠，能够在最少监督下独立工作。
- 愿意在周末工作并遵守分配的工作时间表。
- Key Qualities (核心能力):
  - A heart to serve (服务导向的心态)
  - Faithfulness and reliability (可靠性与责任感)
  - Initiative (主动性)
  - Team spirit (团队合作能力)
  - Attention to detail (注重细节)

Interested applicants may apply to [admin@smceng.org](mailto:admin@smceng.org) with your updated resume.