



Caretaker 留宿校工

Responsibilities

- Carry out day-to-day cleaning tasks and ensure school campus clean & tidy at all times
- Assist with the set up of venues for school events, such as meetings, fairs, concerts, manual handling works, etc
- Carry out day-to-day maintenance and minor repairs such as painting works
- Conduct checks to ensure that a/c, lighting and alarm systems, etc are working properly
- Ensure security of campus including traffic duties & security checks as needed
- Perform any other duties as and when assigned by Line Managers
- 6-day work week, 10 working hours per day

職責：

- 負責日常清潔工作，以保持學校環境整潔
- 負責學校活動之場地設置、搬運及一切相關雜務
- 進行日常學校維修如油漆工作
- 執行交通安全檢查及並適時報告
- 執行上司委派之工作
- 每星期六天工作，每天工作十小時

Requirements

- 2 years of relevant experience
- Fluent in Cantonese and fair in English
- Able to carry out minor repairs and maintenance jobs; Electrician certification (Grade A) preferably
- Good time management skills & flexible in handling daily tasks across various areas
- Good problem-solving skills the ability to take appropriate action when required
- Good interpersonal and communication skills and the ability to work effectively in a team
- Initiative with a 'can do' attitude

資歷：

- 2 年相關工作經驗
- 流利廣東話及簡單英語溝通
- 具維修技能、電工 A 牌者優先
- 能有效率管理時間及彈性處理日常工作
- 勤奮及具責任感，具解決問題能力，能夠獨立處理學校突發事件
- 良好人際及溝通技巧，具團隊合作精神
- 主動及願意承擔工作

* 15 days Annual Leave per year, medical and dental benefits (including qualified spouse & dependent children), school will provide free accommodation (2 rooms, 1 kitchen and 1 bathroom) and free utilities charges (water, electricity & town gas)

* 年假 15 天, 醫療及牙科福利(包括合資格配偶及子女), 學校提供五百餘尺免費宿舍(2 房單位)及免費水電煤, 南區校網

Closing Date: 29-2-2024

For enquiries, please contact Brondy Poon at 22406763 or bpoon@sis.edu.hk

Applications must be submitted online through ESF recruitment website.

Applicants must possess a permanent Hong Kong resident or possess a valid visa to work in Hong Kong.