



香港觀塘有信街 2 號
2 Yau Shun Street, Kwun Tong, Hong Kong
電話 Tel: (852) 2947 8778
傳真 Fax: (852) 2947 8780
電郵 Email: rmh@rmhc.org.hk
網址 Website: www.rmhc.org.hk

香港麥當勞叔叔之家慈善基金 院舍總務員

香港麥當勞叔叔之家慈善基金(RMHC HK)是一個快速發展的慈善組織，現正招募充滿熱誠的人才加入。RMHC HK 旨在創建、尋找並支持直接對患有嚴重疾病之兒童及其家庭的健康和福祉帶來正面影響的項目及活動。RMHC HK 於香港服務超過 27 年，而麥當勞叔叔之家慈善基金於全球亦已服務 50 年。我們提供「家以外的家」及「以家庭為中心」的服務，以確保家庭於病童在接受治療期間能夠相聚一起。

為了應付日益增長的社會需求，我們由以往位於沙田的 23 間房間的麥當勞叔叔之家擴展到最新位於觀塘的 66 間房間的第二個家舍。自 1996 年成為亞洲首個成立的麥當勞叔叔之家，我們一直致力為由於嚴重疾病而需面對挑戰及艱難的病童及其家庭提供支援及幫助。

此職位直接向助理院舍經理(設施)彙報，這份別具意義的工作將讓你充分發揮潛能，為我們正在擴展的服務，以及香港慈善事業努力及作出貢獻。

職責

- 協助家舍清潔及庶務工作
- 須體力勞動，從事人力提舉工作，包括運送及擺放傢俱、器材及雜物
- 協助課室及活動場地佈置
- 巡視家舍設施，補充耗材
- 協助安裝及維修傢俱及/或跟進設施維修
- 執行指派的戶外（家舍內外）工作包括派遞文件及其他雜務等
- 預備及清理活動場地和設施
- 簡單修理固件，重漆牆身及天花等

資歷要求

- 中三或以上程度
- 3 年經驗
- 良好粵語；懂讀寫中文；略懂讀寫英文
- 略懂一般文書處理及簡單電腦操作
- 有搬運物件能力
- 須輪班及視乎需要在辦公時間以外及假日工作，但不需輪夜班
- 具相關電力知識，持機電工程署發出之電力工程人員牌照者優先考慮

求職者可電郵履歷表至admin@rmhc.org.hk或致電3892-7164與黃小姐聯絡。



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RMHC HONG KONG House Handyman

RMHC Hong Kong is a fast-growing organization looking for passionate talents to join. RMHC Hong Kong aims to create, find and support programs that directly impact the health and well-being of seriously sick children and their families that we have served for over 27 years while RMHC global has been serving worldwide for 50 years. We provide a 'home away from home' accommodation and 'family-centered care' services to ensure families stay close together while their child is undergoing hospital treatment.

To fulfil the rising demand for the unique services we provide, we are expanding from a 23-room Ronald McDonald House in Shatin, to a new and additional 66-room Ronald McDonald House in Kwun Tong. Having been the first chapter of the RMHC global network established in Asia in 1996, we are as committed as ever to providing shelter to those families confronted with the most difficult physical and psychological challenges with a child in serious sickness.

For more details, please visit www.rmhc.org.hk

Report directly to Assistant House Manager (Facilities), this meaningful job will give you a chance to extend your full potential to make it a great success to our services expansion of the new Ronald McDonald House and contribute to the philanthropy of Hong Kong.



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Key Responsibilities:

- Responsible for cleaning and general miscellaneous duties of the House.
- Require manual work, e.g. delivering and placing furniture, equipment and sundries.
- Assist in venue setup for classrooms and activities.
- Inspect on facilities of the House, and refill consumables.
- Assist in assembling and repairing furniture and/or follow up facilities maintenance progress.
- Perform assigned outdoor work (internal and external house affairs), including delivery of documents and other ad-hoc duties.
- Prepare and clean up the activity venue and facilities.
- Responsible for simple maintenance of the firmware, re-painting of wall and ceiling.

Requirement:

- Secondary 3 or above.
- 3 years of relevant experience.
- Fluent Cantonese; able to read and write simple Chinese & English.
- Simple word processing and computer knowledge.
- Ability to move heavy objects.
- Shift duties required (no night shift) and required to work in non-office hours, rest days and general holidays.
- Possess electricity related knowledge; holder of Registered Electrical Worker license issued by EMSD is an advantage.

Interested parties please send your CV with present and expected salary to admin@rmhc.org.hk