



Memo

Date: May 25, 2020
To: Pastors/Administrators and department heads
CC: Parish secretaries
From: Marquita Richburg, Manager, Office of Human Resources
Re: Position vacancies

St. George Village has a part-time opening for a **server** (Monday-Sunday 4 p.m. to close) in their main dining room to serve residents and guests meals and beverages. Qualified candidates would have experience serving in a courteous and professional manner with a sense of urgency during high and low service times; have knowledge of menus; perform pre-opening and closing checklist duties as assigned by the dining room manager; assist dining room manager or team leader. Competitive pay rate, \$1.50 differential on evening, night and weekend shifts; time-and-a-half when working on a major holiday; \$1.00 for \$1.00 401k w/company match up to the first 3 percent of your pay; bi-weekly pay/direct deposit. Requirements: GED or high school diploma. Must be 18 or older; have a minimum three years of work experience (stable job history preferred); clear background check, drug check and COVID 19 test. Candidates must be able to lift, push and pull up to 50 lbs. Should have reliable transportation (no bus service available). Clear result of tuberculosis test after drug test. Please email resume to sbrown@stgeorgevillage.org.

St. George Village has full-time openings for a **housekeeper** and a **floor technician**. The ideal candidates for these two positions would have at least 3-5 years of stable work experience completing housekeeping duties in a hospitality or healthcare environment. Prior experience includes detailed cleaning of resident apartments and common areas, maintaining a clean, safe home along with other assigned duties. Competitive pay rate, \$1.50 differential on evening, night and weekend shifts; time-and-a-half when working on a major holiday; \$1.00 for \$1.00 401k w/company match up to the first 3 percent of your pay; bi-weekly pay/direct deposit. Requirements: GED or high school diploma. Must be 18 or older; minimum three years of work experience (stable job history preferred); clear background check, drug check and COVID

19 test. Candidates must be able to lift, push and pull up to 50 lbs. Should have reliable transportation (no bus service available). Clear result of tuberculosis test after drug test. Please email resume to sbrown@stgeorgevillage.org.

St. Vincent de Paul Catholic Church in Dallas, has an opening for a part-time **custodian** (13-15 hours a week). Applicant must be a motivated individual, have a high school diploma or equivalent and be able to perform duties which require physical activity. Previous custodial/cleaning experience preferred. Maintaining our church and religious education facilities in a neat, clean and safe condition is a priority. Responsibilities will include, but are not limited to: cleaning and sanitizing, stocking paper products and supplies, and emptying trash containers. The availability to work extra hours on holidays and special occasions is necessary. Please send resumes to Debbie Chisholm at dchisholm@svdpatl.com.

Our Lady of Mercy Catholic High School is seeking a **math teacher** for the 2020-21 school year. Candidates should have prior high school teaching experience and a bachelor's degree. Certification in the State of Georgia is required. Preference is given to those with a master's degree. The ability to help coach football, basketball or track and field is preferred, but not required. Our Lady of Mercy offers a drug-free environment, is in full compliance with federal statutes for non-discrimination in its employment practices and is fully accredited through AdvancED/Cognia District-Wide Accreditation. Interested and qualified candidates should mail a cover letter, resume and a statement of educational philosophy to Mr. Bill Dooley, Principal, Our Lady of Mercy Catholic High School, 861 GA-279, Fayetteville, Georgia 30214, or attach as a Microsoft Word document or PDF and send to bdooley@mercycatholic.org.

Please make these announcements available to your employees and publish in your parish newsletter and bulletins for the month of May/June. Thank you.