



Memo

Date: November 19, 2018
To: Pastors/Administrators and Department Heads
CC: Parish Secretaries
From: Marquita Richburg, Manager, Office of Human Resources
Re: Position Vacancies

St. George Village in Roswell, GA has immediate openings for full and part time **Server and Food Runner/Busser** positions. Responsibilities include serving residents and guests a variety of dishes, desserts, beverages and alcohol in a courteous and professional manner with a sense of urgency; knowledgeable of the menu; performing pre-opening and closing checklist duties as assigned by the Dining Room Manager, Assistant Dining Room Manager or Team Leader and maintaining all floors and designated service areas by sweeping, mopping, vacuuming and scrubbing. May be assigned special duties such as busing or food running, bartending, hosting and dishwashing. Must follow guidelines pertaining to proper cleaning and sanitizing of tables and chairs; storing and cleaning of service utensils and equipment; and providing a safe and neat work environment for residents, self and staff. Full-time Server shifts are Monday - Sunday, 7:00 a.m.- 3:00 p.m., 10:00 a.m. – 3:00 p.m., 12:00 noon – 9:00 p.m., 2:00 p.m. – 9:00 p.m. and 4:00 p.m. – 9:00 p.m. The part-time Server/Busser shift is Monday - Sunday and holidays, 4:00 p.m. – 9:00 p.m. Please send resumes to Suzanne Brown at sbrown@stgeorgevillage.com. **No phone calls please.**

Corpus Christi Catholic Church, located in Stone Mountain, GA, has an immediate opening for a full-time **Director of Faith Formation**. This position is responsible for all facets of faith formation, including but not limited to: recruiting and training volunteer catechists for K – Grade 12 and overseeing LifeTeen, EDGE, RCIA, RCIT and sacramental preparation programs. Qualified candidates must be practicing Catholic in good standing and invested in its teachings; proficient in technology preferably Microsoft Office; have excellent interpersonal skills; strong organizational and communication skills and work well with families within the community and parish staff. This position requires a flexible schedule that includes working weekends, evenings and some

holidays to support year-round programming. A master's degree in religious education or theology with five years of related work experience is preferred. Bilingual is a plus. Email cover letter and resume to Marlice Casnave at mcasnave@corpuschristicc.org.

Please make these announcements available to your employees and publish in your parish newsletters and bulletins for the month of November 2018. Thank you.