



# Memo

**Date:** December 17, 2018  
**To:** Pastors/Administrators and Department Heads  
**CC:** Parish Secretaries  
**From:** Marquita Richburg, Manager, Office of Human Resources  
**Re:** Position Vacancies

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**St. George Village**, a premier retirement community owned by the Archdiocese of Atlanta and managed by Wesley Woods Senior Living, is seeking a full-time **Prep Cook**. This position works flexible shifts, including weekends and holidays. Must have reliable transportation (location not on bus line); at least one year of experience in food preparation and quality food service and knowledge of proper food preparation and handling, kitchen equipment, the rules and practices of comprehensive safety and sanitation (ServSafe certification preferred). The ideal candidate is cooperative and friendly towards residents, guests and other employees, works well independently with proper direction and delegates responsibilities as directed by the supervisor. Offer is contingent upon satisfactory background, drug, physical and tuberculosis tests. St. George Village is a Drug-Free Workplace and an equal opportunity employer. Please submit your resume to [sbrown@stgeorgevillage.com](mailto:sbrown@stgeorgevillage.com). **No phone calls please.**

**St. George Village** in Roswell is seeking a full-time **Housekeeper** to work Monday thru Friday, 7:30 a.m. - 4:00 p.m. and rotating weekends. Duties include detailed cleaning of resident apartments and common areas; maintaining a clean, safe and home like environment; maintaining communication and any other assigned duties. Candidates must have at least one year of experience in a nursing home or hospital environment. Please submit your resume to [sbrown@stgeorgevillage.com](mailto:sbrown@stgeorgevillage.com). **No phone calls please.**

**Blessed Trinity Catholic High School** is seeking a **Learning Specialist** to work as part of a two-person team in our Learning Center Program. Candidates should have a background in providing academic and organizational support to high school students, be well versed in the impact of learning differences on the academic success of students, and have the ability to work successfully with

students with a variety of learning styles and disabilities. Must have a bachelor's degree with certification in the field of learning differences or English or Math. Master's degree is preferred. Blessed Trinity is a drug-free workplace environment. Send letter and resume to Ms. Debra Pelitera, Blessed Trinity Catholic High School, 11320 Woodstock Road, Roswell, GA 30075, or attach as a word document and email [dpelitera@btcatholic.org](mailto:dpelitera@btcatholic.org).

**Blessed Trinity Catholic High School** is seeking a **Long-Term Substitute English Teacher** beginning in mid-February 2019. This position could become a full-time teaching position for the 2019-2020 school year. Preference will be given to candidates with prior high school teaching experience, a bachelor's degree in English or English Education, and certification in the State of Georgia. Blessed Trinity is a drug-free workplace environment. Interested and qualified candidates should mail a cover letter, resume and references to Ms. Debra Pelitera, Administrative Assistant, Blessed Trinity Catholic High School, 11320 Woodstock Road, Roswell, Georgia 30075, or attach as a Microsoft Word document, Google doc or PDF and email [dpelitera@btcatholic.org](mailto:dpelitera@btcatholic.org).

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