



HOLY FAMILY CHURCH

SOUTH PASADENA, CALIFORNIA

Job Announcement For Support Services Assistant

Brief Job Description:

The Giving Bank is seeking to hire a full time, non-exempt Support Services Assistant.

The primary functions of this position are of a general labor nature, providing maintenance and logistical services to the Giving Bank, as well as to assist with other activities of the church when needed. There will be additional duties during the holidays (e.g., Easter, Thanksgiving, and Christmas).

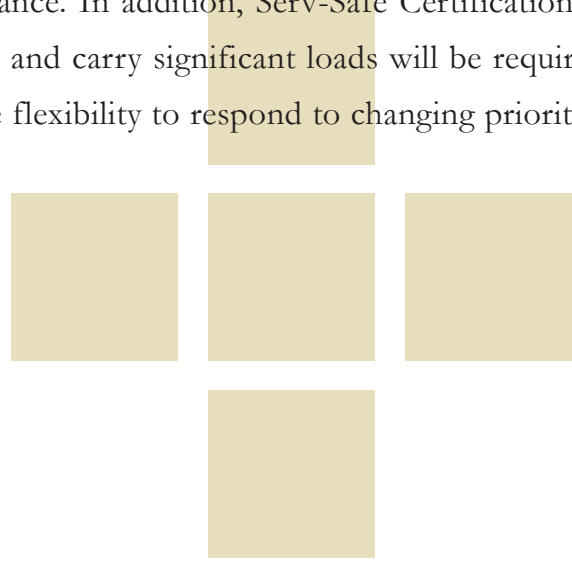
The Support Services Assistant will report to the Director of Community Services and will work closely with other parish staff and volunteers.

Minimum Job Requirements:

The successful candidate will have a high school education, maintenance experience, a valid Driver's license (with a safe driving record) and proof of insurance. In addition, Serv-Safe Certification or willingness to acquire certification and the ability to lift and carry significant loads will be required. The candidate must have excellent people skills, and the flexibility to respond to changing priorities. Fingerprint and a background check will be performed.

Please send resume and brief cover letter to:

Marlene Moore, Director of Community Services,
at: marlenemoore@holyfamily.org.



HOLY FAMILY is a welcoming Catholic Eucharistic community of disciples of Jesus Christ connecting faith with life and reaching out to those in need. ■