



GOOD SHEPHERD

CATHOLIC CHURCH & SCHOOL

OPEN POSITIONS AT GOOD SHEPHERD

SCHOOL OFFICE ADMINISTRATOR

We are seeking an office administrator to help manage the daily operations and the administrative needs at Good Shepherd Catholic School. The office administrator will help carry out the daily, recurring, and annual activities of the school. We're looking for a positive, enthusiastic, and organized professional who understands the needs of teachers, parents, and students.

- » Status: Salaried, Full-Time (40+ hours per week), Year-Round
- » To apply or inquire further: Contact Mike McGinty at (763) 545-4285, ext. 811.

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LUNCHROOM STAFF

We are looking for two part-time employees to help with our Hot Lunch Program. Lunchroom staff members prepare and serve meals in the school lunchroom. Additional duties include verifying food quality, quantity, and freshness; setting up and cleaning up the lunch staging area; and communicating effectively with students, parents, and staff members of the school.

- » Status: Hourly, Part-Time (25 hours per week), School-Year
- » To apply or inquire further: Contact Renee Bergo at (763) 545-4285, ext. 813.

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BUS DRIVER

We are seeking a part-time bus driver to help transport members of the Good Shepherd community in a safe, timely, and responsible manner. The driver will be responsible for maintaining a valid Commercial Vehicle License Class B with school bus and passenger endorsements; operating the Good Shepherd bus in a safe and efficient manner; and ensuring the safety, welfare, and orderly conduct of passengers.

- » Status: Hourly, Part-Time (varies), School-Year
- » To apply or inquire further: Contact Mike McGinty at (763) 545-4285, ext. 811.

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MAINTENANCE STAFF

We are looking for a part-time maintenance and janitorial staff member to help keep our buildings and grounds in good shape. This person will be responsible for a variety of duties during evening hours and some flexible weekend hours.

- » Status: Hourly, Part-Time (15-20 hours per week), Year-Round
- » To apply or inquire further: Contact John Vella at (763) 545-4285, ext. 852.

All positions require that employees have a completed background check, sign the Archdiocesan Code of Conduct, and attend VIRTUS training (Protecting God's Children for Adults).