



The Episcopal Church of the Ascension

Sierra Madre, California

Is seeking to fill a position for:

Childcare/Christian Education Assistant & Kitchen Help

Hourly Position \$12.00	Sundays Only! Hours: 7:30 am to 1:30 pm
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Definition:

Under general supervision, provide child care, assist with Christian education program and provide services in kitchen duties and food preparation.

The qualified candidate will:

- Providing guidance and a safe environment for the children
- Maintain a respectful, healthy relationship with the children, staff and parishioners
- Stay with the children at all times, either on the playground or in the nursery
- Prepare simple food items by following written and/or oral directions
- Prepare coffee and set up Church Hall for Coffee Hour, following both the 8:00 am and 10:15 am Church Services
- Wash dishes by hand and/or use the dish washer (sterilizer)
- Keep kitchen well organized and clean
- Maintain a list of kitchen supplies needed
- At times may be asked to set up table and chairs

<p>A Typical Sunday Schedule:</p> <ul style="list-style-type: none"> • 7:30 am, set up for Coffee Hour • 8:00 am Service, child care, from toddlers & up • 9:00 am, Assist Youth Group leader with Christian Education hour • 10:15 am Service, child care, from toddlers and up • 11:15 am, set up for 2nd Coffee Hour 	<p>Requirements for Employment:</p> <ul style="list-style-type: none"> • Must be CPR certified within 3 months of employment • Must be 18 years of age or older • Able to provide proof of legal right to work in the United States • English Speaking preferred • Fingerprint clearance • Food Handler Certification within one month of employment
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Experience and Education:

Experience: One year of paid or volunteered working with children preferred

Education: Graduation from high school or equivalent

To apply for this position, contact the Church office at 626.355.1133 between 9:00 am to 2:00 pm, or email your resume to: parish@ascension-sierramadre.com attention to Lisa Wagner-Reed

ACCEPTING RESUMES FROM MONDAY, JUNE 22, 2015 TO FRIDAY, JULY 3, 2015-5:00 PM