

## **EMPLOYMENT OPPORTUNITY AT VILLANOVA PREPARATORY SCHOOL**

Villanova Prep is a private, co-ed Catholic Augustinian college preparatory school located in beautiful Ojai, California. Founded by the Augustinian Fathers, the religious order to which Pope Leo belongs, Villanova is accredited by the Western Catholic Education Association and the Western Association of Schools and Colleges. The Prep attracts highly talented and motivated students seeking a quality educational experience rooted in the Catholic Augustinian tradition.

### **PART-TIME RECEIVING CLERK**

Villanova Prep seeks a part-time receiving clerk. Reporting to the Director of Facilities, the position involves inspecting and documenting incoming shipments, verifying deliveries against purchase orders, and resolving any discrepancies with suppliers or carriers. The Clerk will be responsible for physically receiving, unloading, and storing items, maintaining the cleanliness and organization of the receiving area, and distributing packages to recipients.

The position also includes minor clerical, warehouse and maintenance duties.

This position is available immediately.

#### **Required Skills/Abilities:**

- Commitment to Christian principles and Catholic values.
- Knowledge of basic computer operations, including word processing and spreadsheet programs.
- Excellent organizational skills and attention to detail.
- Ability to communicate effectively with vendors, carriers and other staff members.
- Ability to perform repetitive tasks, and walk or stand for extended periods of time.
- Must be able to lift a minimum of 50 pounds.
- High school diploma or equivalent (preferred).

Compensation range is \$18 to \$20 per hour, depending on experience.

Anticipated work schedule:

4-hour shift (10:00 am to 2:00 pm)  
Monday to Friday

Send cover letter and resume to Fernando Carrillo at [fcarrillo@villanovaprep.org](mailto:fcarrillo@villanovaprep.org)