



SKYLINE
CHURCH

Helping people find and follow
Jesus seven days a week.

Position: Print Shop

Location: La Mesa, CA

Attendance: 4,000

THE ROLE

The role of the print shop position is to support the printing needs of all departments. This includes ordering supplies and maintaining equipment. And, working with each department to complete all jobs on time.

RESPONSIBLE FOR:

1. Modeling Biblical Priorities

Responsible for upholding Biblical priorities and core values of Skyline Church. The print shop admin should represent a growing personal relationship with Christ. The print shop admin models a strong relationship with his or her spouse (if married) and children (if applicable). The print shop admin strives to fulfill his or her purpose while demonstrating integrity in words, relationships and actions. These objectives are accomplished by:

- Committing to a daily quiet-time with God.
- Setting appropriate boundaries to protect character and integrity.
- Developing personal evangelism opportunities with your oikos outside the church.
- Supporting the ministries of Skyline Church by faithfully giving at least 10% of gross income.
- Adhering to and encompassing the qualities and characteristics required of Skyline Church employees, as defined by the Staff Handbook and Core Identity Book.
- Lead with a servant's heart, demonstrate genuine care and concern, while acting with humility and integrity, when encouraging the efforts of all team members (1 Peter 5:1-4).

2. Job Responsibilities and Duties

- Keep stocked & order all paper, toner and any necessary supplies for the print shop.
- Maintain in working condition all printers/copiers on site and all other equipment in the print shop.
- Complete all print jobs on time for all departments.
- Oversee outsourced print jobs, as needed.
- Submit Purchase Order requests for all expenses.
- Inspect printed materials to verify quality, checking for ink spots or torn pages.
- Use of laminator, hopper, folder, paper drill, and cutters to complete jobs, as necessary.
- Perform other duties as requested or assigned.

3. Organizational Requirements

- Strong attention to detail and accuracy, ability to proof projects, as needed.
- Ability to multitask, prioritize assignments, and provide excellent customer service.



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- Demonstrated skills and techniques to recognize problems and apply timely and appropriate corrective actions.
- Ability to work in a high volume environment while maintaining solid productivity and quality of work.
- Adapts to changes in the work environment, able to deal with frequent change, delays, or unexpected events with poise and professionalism.

4. Education and Experience

- High school diploma or GED required, Associate Degree or above a plus.
- Experience working with high end printers, such as, Kyocera Taskalfa and the Fieri Command Workstation a plus.
- Job training will be provided.

5. Physical Requirements

- Ability to sit or stand for extended periods of time.
- Ability to occasionally stand, stoop, bend, and kneel.
- Manual dexterity to use hands and fingers to handle and control printing equipment, computer, and keyboard.
- Visual acuity to see printed and digital documents.
- Ability to lift up to 50 pounds.

TO APPLY

Please submit resumes to Janet Stucke via email: jstucke@skylinechurch.org

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