



Good Shepherd Catholic School

Job Description: Cafeteria Worker 10 Month Non-Exempt Employee

Experience needed:

- ❖ High School Diploma or equivalent
- ❖ Must be a minimum of 18 years of age

Responsible to:

- ❖ Cafeteria Manager
- ❖ School Principal

Duties & Responsibilities:

- ❖ Responsible for production.
- ❖ Organizing lunch orders each month.
- ❖ Receiving, storing, and inventorying food and supplies.
- ❖ Supervise volunteers.
- ❖ Maintain a clean and safe kitchen and eating area.
- ❖ Is aware of food allergies of students and promotes their safety.
- ❖ Participates in professional development and training when necessary. Maintains confidentiality and privacy of students.
- ❖ Manages cash from snack sales.
- ❖ Dresses professionally and appropriate for kitchen work.

Job Description Accountability:

- ❖ Respects Catholic values and aids students in Christian formation by exemplifying Catholic living both in and out of the classroom.
- ❖ Supports and embraces the Catholic Identity, Mission, Service and Beliefs of the school. Participates and meets the requirements of the For the Sake of God's Children program. Adheres to the Code of Ethical Standards defined by the Diocese of Wilmington.
- ❖ Completion of an acceptable background and screening reports and employment references.
- ❖ Treats confidential information about students, staff, and school affairs in a professional and ethical manner.

