



## BISHOP DWENGER HIGH SCHOOL

### Part-Time Cafeteria Staff

**GENERAL POSITION DESCRIPTION:** Part-time positions are available to be a member of the cafeteria staff. Basic kitchen work will be needed from cleaning, washing, food preparation, serving, and proper food storage are some, but not limited to the above the tasks.

**REPORTING RESPONSIBILITY:** Cafeteria Staff reports directly to the Cafeteria Manager and Principal.

#### **SPECIFIC RESPONSIBILITIES:**

- Follow all diocesan guidelines for policies and procedures;
- Prepare the meals and food items for the daily lunches;
- Clean and upkeep the kitchen area;
- Conduct necessary training and certification, as required;
- Know how to use the kitchen appliances;
- Work as part of a collaborative kitchen staff;
- Receive and unpack food and supplies;
- Knowledge on proper food storage;
- Cooking and prepping food;
- Serving food;
- Working with high school aged children.

**PHYSICAL DEMANDS:** While performing the duties of this job, the employee is regularly required to stand, walk, and uses hands and reach with hands and arms. The employee is occasionally required to stoop, kneel, or crouch. The employee must frequently lift and/or move up to 25 pounds.

**START DATE:** Hire for the 2026-2027 school year

**MORE INFORMATION:** Amanda Felkner, Cafeteria Manager  
[afelkner@bishopdwenger.com](mailto:afelkner@bishopdwenger.com) or 260-466-3608

**TO APPLY GO TO:** <https://secure7.saashr.com/ta/6168565.careers?ShowJob=587717184>