St. Therese Catholic School
Job Description

Position: School Assistant (Hot Lunch Supervisor)
Contract Year: August-June
Weekly Hours: 15-19 hours per week, Part-time

Reports to: Principal of school

Responsibilities:

The School Assistant is the caring face and arms of St. Therese Catholic School and as such needs to maintain a professional and caring demeanor at all times; care of students always comes first. The School Assistant will monitor our hot lunch program and serve lunch. The School Assistant will also help out in the school office and other duties as assigned by the principal.

Hours: Monday, Tuesday, Thursday, Friday, 10:15 am-2:15 pm

Starting Salary: $15 per hour

Qualifications:

- Excellent verbal and written communication skills
- Attention to detail and knowledge of Safe Serve guidelines is a bonus

Duties:

- Set up for hot lunch, supervise distribution of lunches and clean up kitchen and lunch room
- Maintain and daily update food service logs
- Monitor office to provide break for Administrative Assistant
- Other duties as assigned by the principal

Requirements:

- Physical: Ability to stand for duration of lunch service
- Complete criminal background check and fingerprinting requirements
- Complete Virtus training within 30 days
- Complete monthly Virtus bulletins. (Falling behind by 2 months, will result in immediate suspension.)
- Complete necessary health department training for Safe Serve
- Read and respond to Week at a Peek. (Weekly communication from principal)