



## Lunch Program Paraprofessional

### Position Summary

St. Michael Catholic School is seeking a detail-oriented, mission-driven individual to serve as our Lunch Program paraprofessional. This position oversees the daily administrative operations of the school hot lunch program while also supporting the broader needs of the school community.

The ideal candidate is organized, detail-oriented, technology competent, and able to manage responsibilities with accuracy and consistency. This individual should be flexible, collaborative, and capable of supporting a fast-paced school environment while maintaining careful attention to records, reporting, and daily operations.

### Hours: Part-time school year

Monday, Tuesday, Thursday, Friday: 7:00 a.m. – 1:00 p.m. and Wednesday: 10:30 a.m.– 1:00 p.m.  
Summer training will be provided for all aspects of the lunch program.

### Primary Responsibilities

- **Lunch Program Administration**
  - Oversee the daily administrative operations of the school hot lunch program
  - Manage the cafeteria point-of-sale (POS) system, including daily meal transactions during breakfast and lunch hours and account management
  - Support student conduct in the cafeteria during breakfast and lunch
  - Track meals, process deposits, and lunch reporting
  - Complete and submit required state reports and documentation to ensure compliance with requirements
  - Collaborate closely with the kitchen staff and school administration
  - Communicate with families regarding lunch accounts and program information
- **School Support Responsibilities**
  - Assist with additional duties that support the front office and teachers
  - Assist with additional duties as assigned

### Qualifications

- Strong organizational and communication skills
- Technology competent and comfortable learning software systems
- Ability to manage details with accuracy and confidentiality
- Collaborative and flexible team member
- Positive, welcoming, and service-oriented attitude
- Enjoys working with children and fostering a positive school environment
- Desire to support the mission and values of Catholic education

### Preferred Qualifications

- Experience with food service administration, bookkeeping, or school office systems preferred
- Previous experience working in a school or customer service environment helpful

### To Apply

Please complete the [job application](#) and submit a resume and letter of interest to Heidi Gallus, Principal at [hgallus@stm Catholicschool.org](mailto:hgallus@stm Catholicschool.org)

Fully accredited through MNSAA, St. Michael Catholic School is a PreK–8 school located 35 miles northwest of the Twin Cities, serving 495 students. Our faculty collaborates with full-time specialists in physical education, music, technology, and Spanish to support the whole child.

Rooted in a 150-year legacy of Catholic education, we are committed to forming students in faith, knowledge, and virtue as we live our mission: “*Living for Christ and Learning for Life.*”