



## BISHOP DWENGER HIGH SCHOOL

### Substitute Cafeteria Staff

**GENERAL POSITION DESCRIPTION:** The position is basic kitchen work such as cleaning, washing, food preparation, serving and proper food storage for students and staff at Bishop Dwenger High School.

**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 2022-2023 school year; work days vary since it is a substitute position.

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

**TO APPLY GO TO:** <https://theapplicantmanager.com/careers?co=df>