

# St. Helen Catholic School

## **Title: Part Time Lunch Monitor**

St. Helen Catholic School located in Vero Beach, FL is searching for a Part Time Monitor (Monday thru Friday, school calendar year) for the 2025-2026 School Year. The hours would be 10:45-12:15 on regular scheduled school days.

The Diocese is dedicated to providing excellent working conditions with competitive compensation in order to attract and retain an outstanding workforce. The Diocese also offers a 403(b)-retirement plan to all employees. Information on our retirement program can be found [here](#).

### **Qualifications:**

- Previous experience with supervising and working with small children recommended
- Must agree to fingerprint through the outlined process
- Will be assisting administration with supervision of students
- Will assist in setting up and taking down lunch materials
- Will sanitize tables between use
- Will pick up trash and sweep to keep area clean
- Will assist students with opening items and managing materials
- Will follow all guidelines set forth by the Diocese of Palm Beach
- Ability to multitask, work independently and make responsible judgment calls.
- Ability to work effectively with Diocesan employees, department heads, representatives of other agencies, and the general public.
- Strong interpersonal skills.
- Ability to respect confidentiality and consistently exercise discretion and good business judgment.
- Strong ethical values.

### **Physical Requirements:**

- Occasional light lifting and carrying of under 15 pounds
- Occasional moderate carrying and lifting of 15 – 44 pounds
- Occasional bending, climbing, stretching, and kneeling
- Frequent use of both hands and fingers
- Occasional moments of minimal and routine hearing

The above is intended to describe the general context and requirements for the performance of this job. It is not to be construed as an exhaustive statement of duties, responsibilities, or requirements.

To apply, download and complete the [Employment Application](#) and submit along with your cover letter, resume, salary requirements and list of references to the attention of Deborah Irish, Principal, St Helen Catholic School. [principal@sthelenschoolvero.org](mailto:principal@sthelenschoolvero.org)