

Part-Time Food Service Employee – St. Helen Catholic School

St. Helen Catholic School is seeking a dependable, positive, and hardworking Part-Time Food Service Employee to join our cafeteria team for the 2026/27 school year. This position works under the supervision of the Food Service Director and assists with the daily operation of the school cafeteria.

The ideal candidate will enjoy working with children, demonstrate strong teamwork and customer service skills, and help create a welcoming dining environment rooted in Catholic values. This position is part-time, approximately 4 hours per day, 5 days per week during the school year.

The Diocese is dedicated to providing excellent working conditions with competitive compensation in order to attract and retain an outstanding workforce.

Essential Duties and Responsibilities

Food Service Employees are expected to assist in the preparation, service, and maintenance of the school cafeteria and kitchen operations.

- Performs all duties and responsibilities in alignment with the mission, vision, and values of St. Helen Catholic School and the Diocese of Palm Beach.
- Assists with food preparation, serving meals, and stocking cafeteria items.
- Maintains cleanliness and sanitation standards in the kitchen, serving areas, storage areas, and cafeteria.
- Washes dishes, trays, utensils, cookware, and kitchen equipment.
- Assists with receiving, organizing, and storing food and supplies properly.
- Follows all health department regulations, food safety standards, and sanitation procedures.
- Demonstrates a positive, welcoming, and respectful attitude toward students, staff, and families.
- Helps supervise students in the cafeteria while encouraging appropriate behavior and manners.
- Assists with set-up and clean-up before and after meal service.
- Operates cafeteria equipment safely and responsibly.

- Works collaboratively with the Food Service Director and cafeteria team to ensure efficient daily operations.
- Maintains punctuality, reliability, and professionalism.
- Assists with special school events or food service needs as requested.
- Models Christian values, professionalism, and kindness in all interactions.

Qualifications

- High school diploma or equivalent preferred.
- Previous experience in food service, cafeteria work, hospitality, or customer service preferred but not required.
- Ability to follow directions and work effectively as part of a team.
- Must be supportive and respectful of the mission and tenets of the Roman Catholic Church.
- Ability to work collaboratively and effectively with faculty, staff, parents, students, and the general public.
- Must have clear and professional communication skills.
- Strong organizational and time management skills.
- Ability to multi-task and work in a fast-paced environment.
- Ability to maintain confidentiality and exercise good judgment.
- Strong work ethic and professional demeanor.

Physical Requirements

- Frequent standing and walking for extended periods of time
- Frequent bending, stretching, reaching, and kneeling
- Frequent use of both hands and fingers
- Ability to lift and carry up to 40 pounds
- Ability to work in kitchen environments with varying temperatures
- Ability to safely push carts and move supplies when needed

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

Please see the link to the new Care Provider Background Screening Clearinghouse Education and Awareness website.

[Florida Clearinghouse Education and Awareness Website](#)

Start Date: August 3, 2026

Hours: Approximately 4 hours per day, 5 days per week during the school year

Salary: Dependent on experience

To apply, download and complete the Employment Application and submit along with your resume and references to the attention of Mrs. Debbie Irish, Principal at principal@sthelenschoolvero.org