



Date Posted: 9/1/22

Send resume to: Name: Caroline Dunmore  
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Amherst, NY 14226  
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Type of Employment: Summer:  Part-Time:  If part-time, # of hours per week: 17.5 Full-Time:

Job Title of Open Position: Cafeteria Manager

Salary: \$15/hour Salary will be:  hourly  other

Employer: Saint Benedict School Department: \_\_\_\_\_

Location Address: 3980 Main Street  
Amherst, NY 14226

Employer website: <https://stbenschool.org/>

### **Brief Job Description**

The Cafeteria manager is in charge of student behavior during lunch waves from 10:00 am to 1:30 pm. They clean the cafeteria after each wave, and monitor students to ensure they are in their seats, lining up properly, etc. The manager is also in charge of our parent/grandparent volunteers - you will keep track of their virtual sign ups to make sure you always have support in the cafeteria.

### **Essential Duties & Responsibilities**

- Managing students
- Technology - keeping track of volunteer log
- Communication with volunteers
- Cleaning - sanitizing tables, sweeping floors, etc.

### **Qualifications: Required Education/Experience**

- High school preferred

### **Desired Skills**

- Communication
- Technology
- Organization
- Leadership

E.O.E.

How to Apply: By Mail  E-Mail  Fax  as above, no later than XX/XX/XXXX