



Pre-Kindergarten Server Job Posting for SY2026-2027

Job Title: Pre-Kindergarten Server

Location: Immaculate Conception Elementary School

Position Type: Part-Time (School-Year Schedule)

Hours: 9:00 AM – 2:30 PM, 4 to 5 days per week; May include extra hours and/or overtime, upon request

Start Date: August 25, 2026 (new hire orientation), August 31, 2026 (back-to-school mass and breakfast as well as Dining Services team meeting), September 1, 2026 (back-to-school food show), September 2, 2026 (Child Protective Services training), September 8, 2026 and onwards (routine schedule)

Reports To: Cafeteria Sous Chef and Director of Dining Services/Executive Chef

Position Summary

Grand Traverse Area Catholic Schools is seeking a dependable and team-oriented Pre-Kindergarten Server to support our Immaculate Conception Elementary School kitchen operations via preparation and delivery of pre-kindergarten lunches and assisting the dishwasher. This role helps ensure students and staff receive nutritious, appealing meals in a clean, safe, and welcoming environment.

Key Responsibilities

- Prepare cold components of pre-kindergarten lunches, for example deli sandwiches, sunflower butter and jelly sandwiches, cut fruit, and cut vegetables
- Deliver pre-kindergarten lunches to classrooms and remove used trays from classrooms
- Track pre-kindergarten milk consumption
- Wash and sanitize dishes, trays, utensils, and kitchen tools using commercial dish machine
- Maintain cleanliness and organization of kitchen areas
- Assist with general kitchen cleaning duties
- Follow food safety and sanitation guidelines
- Support cafeteria staff with basic kitchen tasks
- Provide friendly, respectful service to students and staff
- Ensure compliance with regulations
- Support special events, feast days, or themed meal days, as needed

Qualifications and Requirements

- Dishwashing or kitchen experience a plus (not required—we will train!)
- Ability to work in a fast-paced, loud environment
- Ability to maintain proper sanitation practices
- Strong teamwork and communication skills
- Reliable, punctual, and positive attitude
- Ability to maintain effective time management

- Possess the physical capabilities necessary to perform the duties of the position, for example, but not limited to, the ability to stand for extended periods, lift 30-50 lbs, crouch, twist, reach, withstand hot and cold temperatures, walk frequently, push and pull
- Ability to utilize smartphone applications, such as email and electronic punch clock (e.g., Paycor or ADP)
- Ability to possibly pickup and transport foodstuffs/small equipment to various school locations throughout the district
- Willingness to work on continuous improvement as an employee, for the kitchen, and for the Dining Services Department
- Must complete annual training as required by the Michigan Department of Education and Dining Services Director/Executive Chef
- Must pass criminal background check
- Must have US citizenship or valid work visa (sponsorship not available)

Benefits

- \$15.00/hr pay
- Weekday, daytime schedule
- Friendly, team environment
- Insurance and tuition discount eligible if consistently working more than 20 hours per week during the school year

How to Apply

Submit application to: Kecia Brick (kbrick@gtacs.org) **and** Betsy Zimmer (bzimmer@gtacs.org)

Grand Traverse Area Catholic Schools is an equal opportunity provider.