Kitchen Assistant/Server Job Posting for SY2026-2027

Job Title: Kitchen Assistant/Server
Location: St. Elizabeth Ann Seton Middle School
Position Type: Part-Time (School-Year Schedule)
Schedule: 8:00am – 2:00pm, Mondays, Tuesdays, Wednesdays, and Fridays; May include extra hours and/or overtime, upon request
Start Date: Immediately upon completion of criminal background and reference checks and onboarding paperwork
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 Kitchen Assistant/Server to support our St. Elizabeth Ann Seton Middle School kitchen operations via the preparation and serving of food in addition to assisting with production records, inventory, and sanitation controls. This role helps ensure students and staff receive nutritious, appealing meals in a clean, safe, and welcoming environment.

Key Responsibilities

- Assist in the preparation and serving of lunch meals
- Set up and break down the serving line, salad bar, and water station
- Follow standardized recipes and portion guidelines
- Maintain cleanliness and sanitation of kitchen, serving areas, and equipment
- Clean dishes, utensils, and kitchen tools using a commercial dish machine
- Help receive, store, and organize food deliveries
- Perform the Sous Chef's duties when the Sous Chef is absent or if assigned by the Director of Dining Services/Executive Chef
- Follow all food safety and health regulations
- Provide friendly, respectful service to students and staff
- Ensure compliance with regulations
- Perform cashiering duties on the point-of-sale system, if needed
- Complete production reports after the completion of lunch service, if needed
- Support special events, feast days, or themed meal days, as needed

Qualifications and Requirements

- High school diploma or equivalent preferred
- Food service or kitchen experience a plus (not required—we will train!)
- Knowledge of basic food safety practices preferred
- Ability to maintain proper sanitation practices
- Ability to work in a fast-paced environment
- 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, cutting and chopping
- Ability to utilize smartphone applications, such as email and electronic punch clock (e.g., Paycor or ADP)
- Basic technology skills required to utilize computer and/or other office equipment (printer/copy machine, etc.) consistent with work-related tasks
- 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 - $16.75/hr pay, depending on experience
- 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.