



Diocese of Fort Worth Position Description

Position: CAFETERIA STAFF
Date Revised: April 25, 2022
Reports to: Principal
Location: All Saints Catholic School
2006 N. Houston St.
Fort Worth, TX 76164
www.fwdioc.org/employment

The Diocese of Fort Worth, Texas includes 90 Parishes, 1 Mission, and 18 schools. It stretches from Quanah, Texas just northwest of Wichita Falls in the West and extends to Penelope, Texas in the Southeast. Its largest metropolitan areas are Fort Worth, Arlington, Denton, and Wichita Falls. It has approximately 1.1 million Catholics in the Diocese, including 108 Priests, 86 Deacons, and 77 Sisters. The principal duty of all employees is to assist in the mission of the Catholic Diocese of Fort Worth, Texas.

General Position Summary: The Cafeteria Staff fulfills the mission of the Catholic school by assisting and serving in the school cafeteria and lunch program within the framework of the school's philosophy and organization. The Cafeteria Staff is responsible for assisting the principal in implementing the school's food program within the guidelines established by the school. The position is hired and evaluated by the principal.

Essential job functions:

- Supports and upholds the philosophy of Catholic education and the mission of the school
- Acts as a witness to Gospel values by modeling the teachings of the Catholic Church
- Supports and adheres to the Code of Conduct and policies and procedures of the school and Diocese
- Abides by the Confidentiality Policy set forth in the Diocese Employee Handbook
- Communicates effectively with students, parents, and other professionals
- Maintains appropriate State of Texas food handler's certification as required for state inspections
- Demonstrates general knowledge of cooking and ability to follow recipes
- Assists in maintaining accurate lunch and bookkeeping records
- Assists in creating menus
- Assists in maintaining accurate inventory of food, supplies, and equipment and submits timely, cost-effective orders as needed
- Supervises students in the serving area with regard to safety and behavior
- Assists in maintaining current and accurate lunch and bookkeeping records according to school policy
- Meets staff development guidelines as set forth by the Diocese/local administration
- Demonstrates professionalism in conduct, demeanor, and work habits



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- Maintains a work schedule that maximizes availability to the school, students and staff

Important job functions:

- Collaborates with peers to enhance the work environment
- Demonstrates a willingness to respond to individual student needs
- Ability to work well with students, parents, and colleagues in a school setting
- Ability to follow directions and handle multiple tasks
- Possesses job appropriate technology skills

Supervision Given and/or Received:

- Reports directly to the principal

Internal Contacts:

- Effectively communicate with the staff

External Contacts:

- Effectively communicate with parents, volunteers, adults, as well as other schools, churches and employees throughout the diocese.

Working Conditions and/or Physical Requirements:

- Required to work some nights and weekends
- Required to manage high to moderate levels of stress
- Required to work in standard school and kitchen conditions
- Required to lift or carry lunchroom supplies, food orders, furniture, and equipment up to a minimum of 35 pounds
- Required to maintain composure and avoid inappropriate displays of emotion
- Required to sit, stand, bend, stoop, reach, grab, pull, hear, see, and speak on a daily basis
- Required to perform repetitive physical tasks such as computer keyboarding, writing, and dishwashing
- Required to monitor students in a variety of locations with noise, activity, and inclement weather

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Travel Requirements:

- No travel required

Education and Experience Preferred:

- High school diploma or equivalent
- Valid State of Texas Food Handlers Certificate
- Prior school cafeteria experience preferred

Knowledge and Skills Preferred:

- Knowledge of the basic teachings of the Catholic Church



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- Able to communicate effectively both orally and verbally
- Able to work well with others in the school community
- Skill in handling multiple tasks simultaneously
- Skill in organizing and relating information in an understandable format
- Skill in job appropriate technology
- Skill in critical thinking and planning

FLSA Designation: Non-Exempt

<hr/> <p>Position Description Approved By</p>	<hr/> <p>Date</p>
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Please Be Advised... The position, as outlined above, is subject to change as the needs of the Diocese of Fort Worth change. However, any and all changes will be communicated in advance to the incumbent(s) as is necessary and practical. All questions, concerns and/or requests for revisions concerning this position should be directed to the Director of Human Resources of the Diocese of Fort Worth and must be approved in advance before any requests for changes are incorporated in this position.