



Catholic Diocese of Evansville
Catholic Schools Office
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Evansville, Indiana 47724-0169
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Web Address: www.evdio.org

School Name: St. Philip

Contact Name: Jane Herrmann

Contact Phone Number: 812-985-2447

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Date Posted: 10/16/2020

Date Closed: 2/1/2021

Job Type: Non Certified

Employment Type: Part-Time

Title/Position: Cafeteria Employee

Grade Level/Subject Area: Elementary PS-8

Start Date: 11/1/2020

Job Description/Responsibilities:

Washing dishes, general cleaning to include daily sweeping/mopping and occasional deep cleaning of the kitchen (equipment, walls, cabinets, shelves, etc.) Placing weekly deliveries onto stockroom shelves and into freezer. Will also assist in food prep/service and other assigned tasks.

Qualifications:

The job is very fast paced and will require a “restaurant rush hour” mentality. Must be able to endure high levels of physical activity, including but not limited to constant standing, walking, climbing, stooping, bending, stretching, pushing, pulling, carrying and lifting at least 50 pounds. To be successful, you must be flexible, self-motivated, hard-working, willing to help others, able to prioritize tasks and comfortable with using a computer.

Additional Instructions:

This position may have advancement opportunities, as the ideal candidate would be interested in eventually assuming the responsibility of an Assistant Manager Trainee, but is not a requirement. The current shift need is Monday through Friday, 10:30 to 1:00 which could vary based on the school schedule. The job description and hours may change per the manager’s discretion.

Application Instructions:

Thank you for your interest in working for the Catholic Schools of the Diocese of Evansville. Please email a letter of interest and completed application packet to the Catholic Schools Office at csso@evdio.org.

Application Packets can be downloaded from the Diocese of Evansville website.

Certified Teacher Application <http://www.evdio.org/certified-employee-application-instructions.html>

Non Certified Application <http://www.evdio.org/non-certified-employee-application-instructions.html>

Bus Driver Application <http://www.evdio.org/bus-driver-employee-application-instructions.html>