



Job Title: Cafeteria Aide
Reports To: Cafeteria Manager
Position Status: Part-Time

Position Summary

Erie Day School, a premier independent school serving Preschool through Grade 8, is seeking a reliable and energetic **part-time Cafeteria Aide** to support daily food service operations. The ideal candidate will contribute to a safe, clean, and positive dining experience for all students and staff while upholding the school's values of community, responsibility, and respect.

Responsibilities

- Assist with the setup and breakdown of the cafeteria for daily lunch periods
- Support students with food needs, including opening containers and cleaning spills
- Maintain cleanliness and sanitation of tables, floors, and food service areas
- Follow all health and safety regulations, including food handling procedures
- Collaborate with school staff to support lunch schedules and student transitions
- Assist with light food prep or serving duties as needed
- Communicate respectfully with students and colleagues

Note: This job description is not designed to cover or contain a comprehensive listing of all responsibilities that may be required. Duties may change at any time with or without notice.

Qualifications and Requirements

- Experience working in a school or cafeteria setting preferred
- Strong interpersonal skills and a positive, student-centered attitude
- Ability to stand for extended periods and lift up to 30 pounds
- Dependability, flexibility, and attention to detail
- Completion of required background clearances:
 - Act 34 - Criminal History Clearance
 - Act 151 - Child Abuse History Clearance

- Act 114 - Federal Criminal Background Check
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Position Details

- **Part-time:** Approximately 4-5 hours daily (exact schedule to be determined)
 - **Start Date:** August 2025
 - **Hourly Rate:** \$12.00 -\$13.00 based on experience
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How to Apply

Interested candidates should submit a brief letter of interest, resume, and contact information for one reference to HR@eriedayschool.com.

Equal Employment Opportunity Statement

Erie Day School is committed to providing equal employment opportunities to all qualified individuals. The school does not discriminate on the basis of race, color, religion, national origin, sex, age, disability, or any other characteristic protected by federal, state, or local laws. We value diversity and strive to create an inclusive and supportive environment for all employees.