



Diocese of Colorado Springs
228 North Cascade Avenue
Colorado Springs, Colorado 80903

Telephone (719) 636-2345 FAX (719) 866-6453

ANNOUNCEMENT OF POSITION VACANCY

Location: St Paul School
Date Posted: July 17, 2026
Closing Date: Until filled

Job Title: Cafeteria Aide

Date position will become available: August 1, 2026

Salary range: \$17/hr.

Performance Responsibilities

- Assist the Cafeteria Manager with daily food preparation, serving, and cleanup.
- Prepare and portion food items according to established menus and food safety guidelines.
- Serve meals to students, staff, and visitors in a friendly and courteous manner.
- Maintain a clean, sanitary, and organized kitchen, serving line and storage areas.
- Wash dishes, utensils, pots, pans, and kitchen equipment following health department standards.
- Operate kitchen equipment safely and report any equipment concerns to the Cafeteria Manager.
- Follow all federal, state, diocesan, and local health and sanitation regulations.
- Help monitor meal counts and assist with meal accountability procedures as assigned.
- Work cooperatively with cafeteria staff, school personnel, students, and volunteers to ensure efficient meal service.
- Maintain confidentiality and demonstrate professionalism while interacting with students, parents, and staff.
- Perform other duties as assigned by the Cafeteria Manager or Principal.

Summary of Additional Expectations:

For more information on the position, please contact:

Person: Carol Walsh

School: St Paul Catholic School

Address: 1601 Mesa Road

Colorado Springs, CO 80906

Phone: (719) 632-1846

Email: cwalsh@fs.stpaulschoolcos.org

Application can be found at: <https://www.jotform.com/92595253114154>

For more information about the job application process, visit our website here:

<https://www.diocs.org/Directory/Catholic-Schools/Career-Opportunities/Employment-Application-Process>