



## MOUNT ST. MARY ACADEMY

Mount Saint Mary Academy, an all-girls Catholic high school in Buffalo, NY, serving grades 9-12 is seeking a food service lead staff member for the 2026-2027 academic year.

**POSITION: FT Cafeteria Food Service Lead**  
**Daily seven hours**

**DURATION:** 2026-2027 School Year

**DEPARTMENT:** Operations - Food Service

**WORK SCHEDULE:** Hours: 7 hours per day (onsite for school attendance days, pre-program set up, post-program clean-up ; possible catered event supervision also, if applicable (6:15 am - 1:45 pm).

**SALARY:** \$20.00 per hour

### **POSITION DESCRIPTION:**

- Oversees and assists with food preparation, basic cooking, assembly and serving of food.
- Oversees and assist with the use of kitchen equipment utilized in the cooking, preservation and storing of food.
- Oversees and assists with food handling, including the proper storage of food.
- Supervises and assists with cleaning of all aspects of the kitchen, etc., i.e., equipment, serving areas, food preparation areas, storage areas, dining area, etc.
- Maintains simple records of food and supplies received and used to monitor inventory; places replenishment orders as needed.
- Prepares and submits reports on activities of the cafeteria, including, without limiting thereto, record keeping of production, meal counts and inventory.
- May serve as a cashier and/or server.
- Performs related duties as required.

- Ability to get along well with children and adults.
- Ability to understand and carry out oral and written directions.
- Courtesy, tact.
- Physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:**

(a.) Associates Degree from an accredited college or university in Food Service Administration, Dietetic Technology, Nutrition Restaurant Management or a related food service field; or

(b.) Graduation from High School, GED or Equivalency Diploma and Two years of full time experience in an industrial or school cafeteria, hospital, restaurant, hotel and/or other similar operation, other than fast food or short order, involving large quantity food service; or

(c.) An equivalent combination, as defined within limits of (a) and (b) above.

**APPLY VIA EMAIL TO:**

Any interested candidate should submit a cover letter and resume to Samuel Frank, Director of Operations and Athletics, [sfrank@msmacademy.org](mailto:sfrank@msmacademy.org) by Friday, July 17, 2026.