



MOUNT ST. MARY ACADEMY

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

POSITION: FOOD SERVICE HELPER, 3 HR DAILY

DURATION: 2026-2027 School Year

DEPARTMENT: Food Service

WORK SCHEDULE: Hours: 3 hours per day (onsite for school attendance days, pre-program set up, post-program clean-up) 10:30 am - 1:30 pm preferred hours

SALARY: \$18.50 per hour

APPLICATION DUE BY: September 25, 2026

POSITION DESCRIPTION:

- Assists in the preparation, assembly and serving of food.
- Assists in the use of kitchen equipment used in the preservation and storing of food.
- Assists in food handling, including the proper storage of food.
- Cleans all aspects of the kitchen, etc., i.e., equipment, serving areas, food preparation areas, storage areas, dining area, washes dishes, pots, pans, tableware, etc.
- Maintains and cleans food preparation and storage areas; sweeps and mops floors.
- May serve as a cashier and/or server.
- Clean and sanitize tables in the dining room.
- Performs related duties as required.
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- 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:

- Must have experience in domestic work, preferably, but not limited to: preparation and serving of food; maintenance of kitchens; serving areas and food storage areas, etc.
- Or an equivalent combination of training and experience that indicates ability to perform required duties under the typical work activities listed above.

APPLY VIA EMAIL TO:

Any interested candidate should submit a cover letter and resume to Samuel Frank, Director of Athletics and Operations, sfrank@msmacademy.org, by Friday, September 25, 2026