



# NOTRE DAME CATHOLIC SCHOOL

2821 Lansing Blvd. | Wichita Falls, TX 76309-4999 | 940.692.6041 | [www.notredamecatholic.org](http://www.notredamecatholic.org)

## **Cafeteria Manager Position**

Notre Dame Catholic School in Wichita Falls, TX is currently seeking a Cafeteria Manager.

Job responsibilities include menu planning, ordering groceries and supplies, preparing daily production sheets, preparing daily lunch for 3K through 12 grade students, reviewing and updating student accounts, daily financial deposits, maintaining kitchen staff with up-to-date training, preparing end of month reports to file claims to TDA, and some dish washing. Additional responsibilities may be discussed upon hiring.

Priority will be given to applicants who can demonstrate and implement a Christ-centered work-place manner. All interested applicants should submit the following to school principal, Michael Edghill at [michael.edghill@ndcswf.org](mailto:michael.edghill@ndcswf.org)

- Diocesan application
- Resume
- One letter of recommendation