



# SAINT IGNATIUS

*Cleveland • Jesuit • 1886*

## **Position Profile: Campus Dining- Line Server/ Coordinator**

Saint Ignatius High School, a highly successful Jesuit college preparatory school for boys in Cleveland, Ohio, is seeking a skilled, experienced, customer-service oriented line server/ coordinator interested in working in a high school environment to assist in food preparation. The Line Server/ Coordinator position interacts regularly with students and the Campus Dining team to provide delicious foods in a friendly environment and strive for good public relations with all Saint Ignatius High School community members and guests. The ideal candidate must be a team player with the ability to follow instructions, deft in moving about the kitchen and apt in multi-tasking. This part-time position reports to the Director of Campus Dining and is a 10-month, hourly position working during the school year working approximately 25-30 hours per week.

As a Catholic School in the Jesuit tradition, Saint Ignatius has been educating “Men for Others” for 125 years. The school is known locally, as well as nationally, as a leader in educational excellence. At graduation, students will be open to growth, intellectually competent, religious, loving, and committed to peace and justice. The ideal candidate will possess both customer and food service skills necessary to meet the needs of our professional kitchen environment in service to our Saint Ignatius community members and guests.

### **Primary Areas of Responsibility:**

- Assist with food orders and planning for daily menus and specials to incorporate new food trends and creative ideas.
- Serve from food lines, assist with food prep and cross training of all food-related areas.
- Ensure safe preparation, service, handling, and storage of food.
- Perform necessary cleaning and sanitizing of equipment and facilities.
- Demonstrate knowledge of all operating equipment and food service work techniques.
- Maintain required forms, records, and documentation of food production and safety records.
- Assist with special events and meet expectations of school during schedule changes.

## **REQUIRED QUALIFICATIONS**

### **Education, Training and/or Experience**

- 3+ years of cashier experience with an institutional food service
- High school diploma or GED certificate preferred
- Serve Safe Certified preferred

### **Knowledge, Skills, Abilities and Personal Characteristics**

- Ability to follow oral and written instructions.
- Ability to communicate effectively.
- Ability to learn operation of all food service equipment and prepare foods from standardized recipes.
- Demonstrated customer service orientation and willingness to interact with high school students.
- Maintain a neat and appropriate appearance and project good health habits.
- Ability to work effectively on a team and on own initiative when required.
- Familiarity with unique Jesuit identity and school mission.
- Willingness to engage in personal educational and faith development.

The position offers a unique opportunity to the candidate who is willing to contribute significantly to sustaining a school where:

- The Catholic Faith is highly valued.
- People are believed in, honored and cared for.
- The natural talents and creative abilities of persons are recognized and celebrated.
- Individual contributions and accomplishments are appreciated.
- Everyone is treated fairly and justly.
- Sacrifice on behalf of the economically poor, the socially deprived, and the educationally disadvantaged is commonplace.
- Each person finds the challenge, encouragement and support needed to reach his fullest individual potential for excellence.
- We help one another and work together with enthusiasm and generosity, attempting to model concretely in word and action the ideals we uphold for our students and ourselves.

## **About Saint Ignatius High School:**

Saint Ignatius High School, which opened its doors September 6, 1886, is a Jesuit college-preparatory school. The school enrolls more than 1,500 young men who hail from 96 cities in a nine-county region.

Academically, Saint Ignatius is a regional and state leader in National Merit finalists. To challenge students and prepare them for college, the Saint Ignatius curriculum offers 17 Advanced Placement (AP) and 21 honors subjects. In September 2009, the school was designated a Blue Ribbon school by the U.S. Department of Education.

A Saint Ignatius education prepares students to become competent, concerned and socially responsible members of their communities. With a motto of Men for Others, there is a prime concern for the development of Christian values among all students. Part of the Saint Ignatius student experience includes the promotion of faith in the service of justice.

Located in close proximity to downtown Cleveland in the vibrant and energetic Ohio City neighborhood, the school occupies 23 acres and includes 19 buildings and three athletic fields. The school has 120 faculty members, 90 percent of whom hold advanced degrees. Fifty-seven percent have spent 10 years or more teaching at Saint Ignatius.

## **Applicants with Disabilities**

As an equal opportunity employer, Saint Ignatius High School is committed to a diverse workforce. In order to ensure reasonable accommodation for individuals protected by

Title I of the Americans with Disabilities Act of 1990 (as amended), applicants that require accommodation in the job application process may contact Human Resources at 216-651-0222 for assistance.

## **Physical and Mental Demands**

- Maintain emotional control under stress. People intensive, typical school environment.
- Frequent interruptions. Continuous standing, stooping, walking, climbing ladders, bending, pushing and pulling, grasping, squeezing, twisting, reaching (including overhead).
- Must be able to lift and carry items weighing up to 30 pounds for female employees and up to 75 pounds for male employees.
- Working indoors in extreme temperatures including hot and cold temperature swings, works with chemicals, exposure to dust, and on slippery or uneven walking surfaces.

## **Working Conditions**

Work performed in a professional food service environment.

This job description is not intended to be a complete list of all responsibilities, duties or skills required for the job and is subject to review and change at any time, with or without notice, in accordance with the needs of Saint Ignatius High School. Since no job description can detail all the duties and responsibilities that may be required from time to time in the performance of a job, duties and responsibilities that may be inherent in a job, reasonably required for its performance, or required due to the changing nature of the job shall also be considered part of the job holder's responsibility.

**Deadline:** Monday, July 19, 2021

**Submit electronically a letter of interest and resume for the position of Line Server/Coordinator to: [sihsposting275@ignatius.edu](mailto:sihsposting275@ignatius.edu)**

Candidates are encouraged to visit the Saint Ignatius website: [www.ignatius.edu](http://www.ignatius.edu)