Partnership Schools

Lunchroom Monitor and Food Server

Location: Toledo, OH | Partnership Schools

Type: Part-Time | Hourly, nonexempt

Schedule: Four hours per day on scheduled school days; exact hours set by the school

Compensation: 14–16 per hour

Reports to: Director of School Operations or designated school operations leader; follows the food service person in charge for food safety

Partnership Schools is accepting applications for a Lunchroom Monitor and Food Server to help create a safe, orderly, and welcoming meal experience for students in our Toledo Catholic schools. This role supports meal setup, food service, student supervision, and cleanup while protecting each child's health, dignity, and well-being.

Responsibilities include but are not limited to

Set up meal service areas, trays, utensils, and supplies; assist with simple food preparation, heating, and portioning as trained and directed.

Serve meals respectfully using approved menus, portions, and school meal procedures; assist with meal counts and accurate service records as assigned.

Follow Ohio food safety requirements, local health department directions, and school procedures for receiving, storing, serving, and disposing of food; take and record food temperatures as assigned and promptly report unsafe conditions.

Wash hands properly, wear appropriate hair restraints and clean work attire, and use utensils or gloves to prevent bare-hand contact with ready-to-eat food. Change gloves and wash hands when changing tasks.

Prevent cross-contamination and allergen cross-contact. Follow documented student dietary accommodations and approved substitutions; consult the designated supervisor when unsure.

Clean and sanitize food-contact surfaces, tables, utensils, and equipment using approved products and procedures; store chemicals safely and address spills promptly.

Actively supervise students during assigned meal periods, including lines, seating, transitions, and cleanup; reinforce expectations calmly and consistently and seek staff assistance when needed.

Watch for choking, allergic reactions, injuries, and other urgent concerns; immediately activate school emergency procedures and provide assistance within training.

Report illness symptoms, diagnoses, or exposures relevant to food safety to the person in charge and follow any work restrictions or exclusions before handling food.

Coordinate coverage with school staff so student supervision continues during food service and cleanup. Maintain student confidentiality and professional boundaries.

Complete required training and perform other related lunchroom and food service duties as assigned.

The ideal candidate will have

A warm, patient approach with children and a commitment to keeping God's children safe.

Respect for the Catholic faith and the mission of Catholic education, demonstrated through Integrity, Humility, Hard Work, and Service.

Reliability, punctuality, clear communication, and the ability to work collaboratively in a busy school setting.

The ability to follow written and verbal directions, maintain basic records, and respond calmly to student needs.

Experience working with children, school meal programs, or food service; preferred but not required.

Position requirements

High school diploma or equivalent preferred.

Satisfactory completion of required BCI and FBI fingerprint background checks and all school and Diocese of Toledo employment clearance requirements before beginning work; maintain required renewals.

Complete the Diocese of Toledo Protecting God's Children and Vulnerable Adults training through VIRTUS and all applicable safe environment requirements, including the Standards of Behavior and Boundaries and required acknowledgments.

Follow child protection policies and applicable reporting requirements; promptly report suspected abuse or neglect through required channels.

Complete required food safety, sanitation, allergen awareness, employee health, and school meal program training before independently performing assigned duties; obtain any additional training required for the assigned responsibilities.

Ability to perform the essential duties, with or without reasonable accommodation, including standing and walking for much of a four-hour shift, bending and reaching, moving meal supplies, and working around hot food, kitchen equipment, and cleaning products.

This is a school-day position. Daily start and end times and the annual work calendar are established by the school. Additional hours require supervisor approval.

Partnership Schools is an equal-opportunity employer organization that values diversity.

Application requirements

To apply, visit the "Join Our Team" tab at thepartnershipschools.org and select "Apply for this Position." Please upload your resume and a brief cover letter explaining your interest in Partnership Schools and how you would demonstrate one of our core values—Integrity, Humility, Hard Work, or Service—in your work with students.