



# HOLY FAMILY CATHOLIC SCHOOL

## Sts. THOMAS, GEORGE, PIUS

3005 W. Kathleen Avenue • Coeur d'Alene, ID 83815 • (208) 765-4327

### **JOB DESCRIPTION**

#### **Food Service Worker**

Holy Family Catholic School is an elementary Preschool through 8th grade Catholic school in Coeur d'Alene with exceptional academic, faith-based traditions and a supportive community.

Holy Family Catholic School is seeking qualified applicants for a Food Service Worker. This position supports the daily preparation and service of meals in a Catholic faith-filled environment focused on the development of the whole student — intellectually, spiritually, physically, emotionally, and socially.

#### **Job Functions:**

- Upholds the philosophy of Catholic education, stewardship and models the teachings of the Catholic Church.
- Prepare and serve meals in accordance with health and safety regulations
- Assist with meal setup, food portioning, and serving to students
- Maintain cleanliness of the kitchen, food prep areas, and cafeteria
- Wash dishes, utensils, and kitchen equipment; sanitize surfaces regularly
- Follow safe food handling procedures and monitor food temperatures
- Receive, store, and rotate food and supply deliveries
- Dispose of trash and maintain orderly storage and kitchen spaces
- Support the mission of the Catholic school by modeling respectful, service-oriented behavior
- Interact positively with students, faculty, and staff in a courteous and professional manner
- Insures the health, safety and welfare of all students.
- Attends faculty and administrative meetings as needed.

#### **Professional Requirements**

- Ability to implement effective planning and time management skills
- Ability to maintain professional confidentiality at all times
- Willingness to adhere to the Code of Conduct and the policies and procedures of the school and the Catholic Diocese of Boise
- Participation in school faith activities such as Mass, prayer, retreats, and service projects as well as school sponsored events and community activities

- Prior experience in food preparation or food service preferred
- Ability to stand for extended periods and lift up to 40 pounds
- Basic understanding of nutrition, food safety, and sanitation procedures
- Strong work ethic and attention to detail
- Team player with a positive, helpful attitude
- Ability to work in a fast-paced environment while maintaining calm and composure
- Must pass background check and complete Safe Environment Training in accordance with diocesan policies

### **Desired Qualifications**

- Food Handler's Permit or ServSafe Certification (or willingness to obtain upon hire)
- Familiarity with school lunch program guidelines or USDA requirements
- Experience working in a Catholic School preferred
- Complete a Safe Environment Training and a background check

### **Application Instructions**

To apply for the position, please submit the following to Sue Styren, Principal Holy Family Catholic School, via email (Office@hfcs-cda.org). Application will be reviewed once the file is complete.

\_\_\_\_\_ Letter of interest

\_\_\_\_\_ [Roman Catholic Diocese of Boise application for a certified position](#)

\_\_\_\_\_ Holy Family Catholic School application for a certified position

\_\_\_\_\_ Three professional reference forms (attached)

\_\_\_\_\_ Resume

Once your completed application has been received, a confirmation will be sent to the email address provided. All applications must be complete to be considered. Should you have any questions or require additional information, please email Sue Styren or contact the school office at 208-765-4327, office@hfcs-cda.org.

Compensation is commensurate with experience. This position will remain open until filled.



# ROMAN CATHOLIC DIOCESE OF BOISE

## Application for Employment at Catholic School

*The Diocese of Boise is an equal opportunity employer. The Diocese of Boise recruits, hires and promotes on the basis of merit, competence and qualifications, without being influenced by race, color, sex, age, marital status, national origin, disability or veteran status. The diocese reserves the right to be the sole judge of merit, competence and qualifications and may favor Catholic applicants and co-workers in all employment decisions.*

☐ New Applicant

☐ Rehire within Diocese

☐ Transfer within Diocese

### Personal Information

Name: First, Middle, Last
Mailing Address, City, State, Zip
Home/Cell/Message Phone #
Email Address:
Have you ever been employed by the Diocese of Boise, or any Catholic Diocese? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please state when and where:
If hired, can you furnish proof that you are either a U.S. citizen, or otherwise legally permitted to work in the United States? <input type="checkbox"/> Yes <input type="checkbox"/> No
May we contact your present employer? <input type="checkbox"/> Yes <input type="checkbox"/> No
Have you ever been convicted of a crime? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please explain on a separate page.
Have you ever resigned a position during a school year? <input type="checkbox"/> Yes <input type="checkbox"/> No Have you ever had a contract not renewed? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please provide company names and details:

### Employment Desired

Position:
If you have a valid Teaching Certificate, complete the following: Title Certificate: _____ State: _____ Date Certificate was issued: _____
Availability date: _____ Hourly rate/Salary desired: _____

**Referral Source**

How did you hear about this position? ☐ Website ☐ Idaho Catholic Register ☐ Diocesan Employee  
☐ Diocesan website ☐ Social Media \_\_\_\_\_ ☐ Other \_\_\_\_\_

**Relatives/Friends**

Do you have relatives or friends employed by the Diocese of Boise? If "Yes", Give name(s) and location(s).  
☐ Yes ☐ No  
If yes, whom? Location? \_\_\_\_\_

**Education**

	Name/location of school	# of years attended	Degree received	Subjects studied/major
High School				
College or University				
Graduate School				
Professional Trade or Other				
Bilingual ability (if so, describe):				

**Employment History**

Include all full and part-time positions you have held for the past ten years starting with your present or most recent position.

<b>Company Name</b>	Dates of Employment (Month and Year) From: _____ To: _____
Address	Telephone
Position/Title  Immediate Supervisor and Title:	Salary _____ Full Time <input type="checkbox"/> Part Time <input type="checkbox"/>
Briefly describe your duties and responsibilities	Reason for leaving

<b>Company Name</b>	Dates of Employment (Month and Year) From: _____ To: _____
Address	Telephone
Position/Title  Immediate Supervisor and Title:	Salary _____ Full Time <input type="checkbox"/> Part Time <input type="checkbox"/>
Briefly describe your duties and responsibilities	Reason for leaving

  

<b>Company Name</b>	Dates of Employment (Month and Year) From: _____ To: _____
Address	Telephone
Position/Title  Immediate Supervisor and Title:	Salary _____ Full Time <input type="checkbox"/> Part Time <input type="checkbox"/>
Briefly describe your duties and responsibilities	Reason for leaving

### Explain all periods of unemployment

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### References

List the names of three persons who can speak to your ability to perform the duties of the position you are seeking:

Name	Title	Address & Phone	Relationship to you


### Special Skills, Interests

Please list any special skills, interests, qualifications, or accomplishments not previously noted:

### Additional Comments

State any additional information you feel may be helpful in considering your application:

### Resume

Have you provided your resume with this application? ☐ Yes ☐ No

### Please read carefully before signing.

I understand and agree that this application is not a contract and that acceptance of employment is not a contract of employment for a specified term unless it is in writing and signed by an authorized diocesan representative. I understand and agree that I may resign my employment with the Diocese of Boise at any time for any reason and that my employment may be terminated at the will of the Diocese of Boise at any time for any reason. I also understand that any handbooks, manuals, policies and procedures maintained by the Diocese of Boise are not contractual in nature and may be amended or abolished at the sole discretion of the Diocese of Boise. I further understand that the employment relationship between the Diocese of Boise and its employees may be governed by canon law as well as civil law.

Prior to any formal hiring by the diocese the applicant must have successfully passed a background check. The diocese will not deny employment to any applicant solely because the person has been convicted of a crime. The diocese, however, may consider the nature, date, and circumstances of the offense as well as whether the offense is relevant to the duties of the position applied for.

Pursuant to the Immigration Reform and Control Act, the Diocese of Boise will employ only those individuals who are eligible to work in the United States. Accordingly, all new employees will be required to demonstrate their eligibility to work in the United States. Failure to do so will result in termination or revocation of the offer of employment.

I clarify that the information furnished in this application and any supporting documents is true and complete to the best of my knowledge and belief. I authorize the Diocese of Boise to contact references provided for employment reference checks. I understand that any misrepresentation or omission of material(s) fact on this or any other record submitted pertinent to employment will constitute grounds for immediate dismissal.

Signature of Applicant: \_\_\_\_\_

Date: \_\_\_\_\_

**Return this application and your resume to the email address listed in the job posting or you may drop off at the Diocesan entity for which you are applying.**