



ASCENSION ACADEMY

Cafe Coordinator

Part-Time, School Year | Anticipated Start: Immediate

Monday through Friday, 10:00 a.m. to 2:00 p.m. | \$13.00 to \$17.00 per hour, based on experience

Ascension Academy is hiring a Cafe Coordinator to lead the daily operation of our school cafe. What began as a volunteer-supported service has become something our students count on, and we are ready to build it into more.

Responsibilities

The Cafe Coordinator is responsible for:

- Daily operation of the cafe, including opening, service, and close
- Ensuring hot food is prepared and served on every scheduled school day
- Register operation, cash handling, and daily reconciliation
- Food safety, sanitation, and cleanliness standards on every shift
- Following allergen and dietary protocols in all food preparation and service
- Monitoring product movement, limiting waste, and advising on menu and inventory decisions
- Coordinating and ordering food service supplies for the Montessori program as needed
- Ensuring concessions are stocked and supplied for athletic events, and reporting on the condition and readiness of the space

Support

The Coordinator reports to the Director of IT and Retail Operations, who is on site during peak service and provides coverage when needed. Ordering, invoicing, and supplier relationships are managed by the school. This position follows the school calendar and does not require evening or weekend hours.

Working with Students

The Coordinator interacts with students throughout the school day during cafe service. We are looking for someone patient and consistent, who can hold a friendly boundary during a busy lunch period, and who understands that a student's experience at the counter matters.

A Growing Program

Ascension Academy is investing in its cafe in stages. The immediate focus is establishing consistent, reliable daily service. As that foundation is set, the school will evaluate expanded offerings and hours, and the Coordinator will help shape what comes next.

This position begins with cleaning and resetting the kitchen for the operation ahead, so the first weeks are hands-on preparation before daily service is fully underway.

Minimum Requirements

- 18 years of age or older
- Food handler certification at hire or obtained within 30 days
- Successful completion of the background check and screening required of all Ascension Academy employees
- Consistent, dependable attendance
- Ability to lift up to 50 pounds and remain standing throughout the shift, with or without reasonable accommodation

Preferred Qualifications

- Experience in quick service, restaurant operations, retail, or a comparable fast-paced customer-facing environment
- Prior experience working with school-age children
- Current First Aid and CPR certification, including choking response



- Working knowledge of allergen awareness and safe handling for students with dietary restrictions
- ServSafe Food Protection Manager certification

To Apply: Send a resume and a brief note about your experience to Andrew Flores at aflores@ascensionacademy.org. Interested candidates are also invited to visit the cafe and meet with us.

Ascension Academy | 9301 Ascension Pkwy, Amarillo, TX 79119 | (806) 342-0515

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