



Kitchen / Dining Room Server (Part-Time)

Competitive pay

Positive, peaceful, hospitality-focused environment

Do you enjoy serving excellent food in a calm, respectful setting? Join the Jesuit Retreat House kitchen team and help create a welcoming dining experience for guests who come here for rest, reflection, and renewal.

About the Role

The Kitchen / Dining Room Server is an important member of our culinary team, supporting **high-quality buffet meals** served to guests at our **60-guestroom lakeside retreat center**. Jesuit Retreat House is well known for its excellent food and thoughtful hospitality, and servers play a key role in maintaining that reputation.

Guests regularly express appreciation for the care and service provided by our kitchen staff, making this a genuinely positive and rewarding place to work.

Schedule

This is a part-time position, 21–28 hours per week, with a mix of weekday, weekend, morning, and evening shifts.

Flexibility is required, as schedules align with retreat programming.

Key Responsibilities

- Set up, maintain, and break down buffet service
- Stock salad bar and serve beverages to guests at tables
- Set and reset tables; arrange dining room furniture as needed
- Clear tables after meals and assist with dishwashing
- Clean dining room and kitchen areas, including wiping surfaces, sweeping, mopping, vacuuming, and removing trash and recycling
- Assist with basic food preparation and kitchen tasks as directed
- Complete other duties as assigned by the Chef, Cook, or Kitchen Manager

What We're Looking For

- Team-oriented, dependable, and service-minded individuals
- Ability to follow food safety, health, and retreat house procedures
- Physical ability to stand for extended periods and lift up to **40 lbs**
- Flexible availability to support varying retreat schedules
- Basic reading, math, and English skills (high school diploma not required)
- Willingness to complete **Diocese of Green Bay VIRTUS Safe Environment Training** and pass a background check

Compensation & Benefits

- **Hourly wage:** \$15–\$16
- **Benefits include:**
 - 403(b) retirement plan with 3% employer contribution
 - Dental insurance
 - Life insurance
 - Paid time off
 - **Meals provided while working**

About Jesuit Retreat House

Jesuit Retreat House is a Catholic, non-profit ministry sponsored by the Midwest Jesuits. We provide a peaceful lakeside setting where guests are welcomed with nourishing meals, thoughtful hospitality, and attentive care.

How to Apply

To apply, please complete the [JRH Employment Application](#) and submit it with your resume to:

Jeff Martin, Chef

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