



Catholic Diocese of Evansville
Catholic Schools Office
4200 N. Kentucky Ave • P.O. Box 4169
Evansville, Indiana 47724-0169
Phone: (812) 424-5536 • Fax: (812) 424-0973
Web Address: www.evdio.org

School Name: [Holy Redeemer](#)

Contact Name: [Andrea Dickel](#)

Contact Phone Number: [812-422-3688](#)

Contact Email: adickel@evdio.org

Date Posted: [2/12/2025](#)

Date Closed: [Until Filled](#)

Job Type: [Non-Certified](#)

Employment Type: [Part-Time](#)

Title/Position: [Cafeteria Manager](#)

Grade Level/Subject Area:

Start Date: [Negotiable](#)

Job Description/Responsibilities:

- [Oversee cafeteria operations for PS – 8th Grade \(approximately 300 students\)](#)
- [Orders, receives, stores, and inventories food, supplies, and equipment according to local, state, and federal regulations.](#)
- [Manages meal production and serving operations, as well as, determining menu quantities and serving sizes based on age level requirements. Performs and/or observes food preparation, ensuring food is cooked to the required time and temperature specifications. Assigns staff to food preparation and serving status and maintains a pleasant cafeteria environment.](#)
- [Following safety and sanitation procedures in the work environment according to local, state, and federal guidelines, including the local health department.](#)
- [Maintains high standards, including kitchen, equipment, and storage areas.](#)

Qualifications:

- [High School Diploma or satisfactory completion of GED](#)
- [Strong interpersonal skills needed to manage cafeteria staff](#)
- [Experience keeping data records using specific software programs](#)
- [Ability to keep detailed records and complete daily, monthly, and yearly reports](#)

Additional Instructions:

- [Food Safety Certification is required within 30 days of hire date.](#)
- [Yearly training is required to maintain certifications](#)
- [Monthly meetings are scheduled at the Diocese of Evansville Catholic School offices](#)

Application Instructions:

Thank you for your interest in working for the Catholic Schools of the Diocese of Evansville. Please email a letter of interest and completed application packet to the Catholic Schools Office at csso@evdio.org.

Application Packets can be downloaded from the Diocese of Evansville website.

Certified Teacher Application <http://www.evdio.org/certified-employee-application-instructions.html>

Non Certified Application <http://www.evdio.org/non-certified-employee-application-instructions.html>

Bus Driver Application <http://www.evdio.org/bus-driver-employee-application-instructions.html>