



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: **St. Matthew**

Contact Name: **Christian Shockley**

Contact Phone Number: **812-838-3621**

Contact Email: **cshockley@evdio.org**

Date Posted: **12/6/2024**

Date Closed: **4/15/2025**

Job Type: **Non-Certified**

Employment Type: **Part-Time/25 hours a week**

Title/Position: **Cafeteria Manager**

Grade Level/Subject Area:

Start Date: **5/1/2025**

Job Description/Responsibilities:

- **Oversee cafeteria operations for PS-5th grade (approximately 100 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.**
- **Follows 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**
- **Must be able to endure strenuous work with frequent physical exertion such as lifting, carrying, pushing and pulling moderately heavy items, as well as sustained standing.**

Additional Instructions:

- **Food Safety Certification is required within 30 days of the 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 cs@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>