



Job Title: School Cafeteria Manager

Location: Mater Dei High School

Reports To: Business
Manager /
Principal

FLSA Status: Salary

Last Revised: February 2023

Summary:

- The School Cafeteria Manager will oversee the operations of the school cafeteria and the many components of the school nutrition program. This position will providing nutritional services to school students and staff. The School Cafeteria Manager will provide direct supervision to cafeteria staff. The position will report to the school principal with a dotted line reporting structure to the Regional SNP Manager.

Duties and Responsibilities:

- Ordering food, supplies, and other raw goods.
- Maintaining daily production records
- Meal counting/daily edit checks
- Receiving in goods and orders
- Provide meal prep and service
- Ensure food safety and that standards are met
- Accommodate special dietary needs accommodations
- Implement and manage meal charging procedure
- Ensure that local wellness policy requirements are achieved
- Receive and document lunch account deposits
- Manage inventory and dates
- Responsible for opening & closing of cafeteria
- Office duties such as emails, reconciling paperwork to send to SNP Manager, timekeeping records, etc.
- Attend manager meetings
- Completed training and professional development hours.

Qualifications and Requirements:

- High school diploma or general education degree (GED)
- Ability to add, subtract, multiply and divide accurately.

- Ability to perform these operations using units of money, weight measurement, and volume.
- Ability to apply common sense understanding to carry out detailed but basic written or oral instructions.
- Ability to deal with problems involving a few concrete variables in standardized situations.

Physical Demands: *The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

To perform the duties of this job, the employee is required to talk, hear, walk and continuously required to stand. The employee will frequently bend or twist at the neck and trunk and is often required to stoop, kneel, crouch, or crawl while performing the duties of this job. The employee is required to reach with hands and arms and repeat the same hand/arm/finger motion many times as in operating a cash register. The employee must occasionally lift and/or move up to 50 pounds such as milk crates, frozen foods, canned food, etc. Specific vision abilities required by this job include depth perception, close, color, distance and peripheral vision.

Employees shall exhibit in behavior and lifestyle values in accord with Catholic teachings. All employees shall abide by the laws of the Church and the state. All employees must comply with the provisions of the Safe Environment Program of the Diocese of Evansville

To apply please send your resume and cover letter to kliley@evdio.org