



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](http://www.evdio.org)

**School Name: St. Joseph Princeton**

**Contact Name: Valerie Zimmer**

**Contact Phone Number: 812-385-2228**

**Contact Email: [vzimmer@evdio.org](mailto:vzimmer@evdio.org)**

**Date Posted: 4/1/2026**

**Date Closed: 4/10/2026**

---

**Job Type: Non-Certified**

**Employment Type:**

**Title/Position: Cafeteria Manager**

**Grade Level/Subject Area:**

**Start Date: 7/23/2026**

**Job Description/Responsibilities:**

**Menu Planning & Nutrition Compliance**

- o Develop monthly menus that meet federal, state and Diocesan nutritional guidelines.
- o Ensure meals and snacks are balanced, appealing, and appropriate for students for Preschool through Grade 5.
- o Monitor and adjust menus based on student needs, dietary restrictions, and participation rates.

**Staff Leadership & Kitchen Operations**

- o Supervise and support cafeteria staff, including scheduling, training, and performance guidance.
- o Ensure proper food preparation, serving procedures, and kitchen cleanliness.
- o Maintain high standards of customer service and teamwork within the food service team.

**Food Ordering, Inventory & Budget Management**

- o Order food and supplies in a cost-effective and timely manner.
- o Maintain accurate inventory records and oversee all deliveries.
- o Along with the Cafeteria Bookkeeper, adhere to approved budget, track expenses, and prepare any required financial reporting.
- o Implement procedures to minimize waste and maximize efficiency.

**Quality Control & Safety Oversight**

- o Ensure that all meals meet high standards for taste, presentation, and consistency.
- o Uphold all food safety regulations, including proper storage, temperature control, and sanitation practices.

**Communication & Coordination**

- o Collaborate with school administration regarding program goals, purchasing decisions and operational updates.
- o Communicate menu changes, allergy alerts, or special meal information to staff and families as needed.

o **Coordinate with teachers and office staff to support special events or accommodations.**

**Qualifications:**

- o **Candidates must have a Bachelor's degree and at least 1 year of relevant food service experience or a high school diploma and at least 3 years of relevant food service experience.**
- o **Must meet Indiana Department of Education (IDOE) hiring standards, which may include specific education or experience levels.**
- o **Experience in school food service, cafeteria management or related culinary field preferred.**
- o **Knowledge of USDA and state nutritional guidelines.**
- o **Strong organizational, budgeting and communication skills as well as the ability to keep detailed records and complete daily, monthly and yearly reports.**
- o **Strong interpersonal skills needed to manage cafeteria staff.**
- o **Must be able to endure physical work with frequent lifting, carrying, pushing and pulling moderately heavy items, as well as sustained standing.**

**Additional Instructions:**

**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.**

**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](mailto: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>