



# Catholic Diocese of Evansville

*- The Catholic Church in Southwestern Indiana*

**Job Title:** Regional SNP Manager

**Location:** Catholic Center

**Reports To:** Superintendent

**FLSA Status:** Full Time / Salary Exempt

**Last Revised:** February 2023

## **Summary:**

- The Regional School Nutrition Program Manager will oversee the operations of the School Nutrition Program (SNP) for 11 schools in the Evansville Catholic Diocese. The manager will lead and manage the activities of the SNP to ensure that nutrition standards and diocesan goals are met for all student meals. The manager will ensure that the Diocese of Evansville Catholic Schools are in compliance with local, state, and federal regulations as related to the SNP. This position will act as a member of the Catholic Schools Office, report to the Superintendent, and work closely with the Diocesan Finance Office.

## **Duties and Responsibilities:**

- Ensures the SNP is in compliance with all local, state, and federal laws, regulations, and policies.
- Ensures compliance with the processing, approval, and verification of free and reduced meal benefits.
- Monitors the sponsor's agreement with the Indiana Department of Education, School and Community Nutrition to ensure the district complies with the provisions of Child Nutrition programs.
- Meets the requirements for implementing Smart Snack guidelines for the SNP.
- Employs management techniques to operate an effective and efficient program.
- Ensures the allocation of USDA Food is appropriately ordered, planned for use, and safely stored.
- Updates and maintains the Child Nutrition Program web (CNP web) Sponsor Summary information each program year.
- Coordinates maintenance and repair of equipment and food preparation facilities.
- Monitors the SNP's use of federal, state and local funds to ensure they are used only for allowable purposes.
- Manages the SNP using appropriate financial management techniques.
- Projects operating costs based on meal equivalents.
- Projects the annual operating budget based on revenue and expenditure forecasts.
- Implements efficient management techniques to ensure all records and supporting documentation is maintained per local, state, and federal laws and policies.
- Completes the annual Paid Lunch Equity Tool to recommend reimbursable meal paid pricing.
- Establishes and justifies Non-Program Food pricing.
- Completes the Revenue from Non-Program Food Tool.
- Tracks revenues and expenditures by object codes.
- Implements and monitors a reliable system of cash management.
- Oversees payment of invoices in an accurate and timely manner.
- Prepares and submits required financial reports in a timely manner.
- Retains appropriate financial and participation records.



# Catholic Diocese of Evansville

*- The Catholic Church in Southwestern Indiana*

- Works with appropriate department personnel to complete the Annual Financial Report for the state.
- Provides leadership in developing recipes following USDA meal pattern guidelines.
- Ensures daily production records are completed accurately for each meal type in each school.
- Plans menus for breakfast, lunch, and summer feeding programs.
- Ensures all breakfast, and lunch served to students meet current USDA requirements.
- Assesses the program to determine if summer feeding is viable for the students in the area.
- Maintains Food Safety Certification recognized by the Department of Health.
- Develops cost-effective menus that maintain nutrition integrity and meet all local, state, and federal guidelines and regulations.
- Integrates USDA Food(s) into menus.
- Works with local school staff to plan menus for children with special dietary needs.
- Meets training requirements of Professional Development Standards for SNP personnel.
- Annually receives training and trains all school staff working with the SNP (if applicable, CACFP and/or SFSP) on Civil Rights.
- Meets program compliance requirements for procurement of all food, supplies, and equipment for the SNP (if applicable, CACFP, SFSP, and/or FFVP).
- Implements a cost-effective procurement system.
- Implements and adheres to a strict code of conduct for procurement using federal, state, and local money.
- Effectively orders USDA Food.
- Conducts direct certification and direct verification through the Indiana STN Website.

## **Qualifications and Requirements:**

### Education

- Bachelor's degree with specific major or
- Bachelor's degree with any academic major and a State-recognized certificate or
- Bachelor's degree with any academic major and at least 2 years of relevant SNP experience or
- Associate's degree with specific major and at least 2 years of relevant SNP experience

### Certification

- At least 8 hours of food safety training within 5 years prior to the start date, or completed within 30 calendar days of the starting date.
- SFA Directors must obtain food safety certification every 5 years.

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 [humanresources@evdio.org](mailto:humanresources@evdio.org)