

## **CAFETERIA MANAGER**

St. Maria Goretti Catholic School is seeking a Cafeteria Manager for our K-8 School. This position will lead all food service operations for the school. St. Maria Goretti is an A-rated, twice-honored National Blue Ribbon School located in Westfield, IN serving students grades PreK - 8. This position begins June 2023.

### **Qualifications**

- ServSafe Certified
- Food Service Experience helpful
- Highly organized and detail oriented
- Strong verbal and written communication skills to interact with parents, school administration, and staff
- Proficient in Google Drive, Microsoft Word, Excel, Mosaic Lunch Program and MySchoolBucks
- Essential Job Duties
- Duties include but are not limited to the following:
- Maintaining our school's high standards of nutrition, food production and service in accordance with USDA recipes and guidelines
- Maintain food service records pertaining to the National School Lunch Program
- Ensures that procedures are in place for HACCP controls and ServSafe standards
- Ensure school adherence to federal, state, and local laws and regulations
- Maintain a sanitary work and food environment for students and staff
- Create monthly menu planning
- Conduct nutritional analysis of menus
- Generate a weekly food and supply order and maintain proper storage
- Uphold all billing, purchasing and other financial operations pertaining to the school cafeteria program
- Supervise cafeteria staff and volunteers, including proper training
- Operate various types of commercial kitchen equipment

All interested candidates for this position must have knowledge of the school's mission and an understanding of the Catholic faith. A resume and cover letter should be submitted along with references to Elizabeth Kissel, Principal, at [apply@smgonline.org](mailto:apply@smgonline.org).