



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. Philip](#)

Contact Name: [Kellie Kelsey](#)

Contact Phone Number: [812-985-2447](#)

Contact Email: kkelsey@evdio.org

Date Posted: [3/17/2025](#)

Date Closed: [6/2/2025](#)

Job Type: [Non-Certified](#)

Employment Type: [Part Time](#)

Title/Position: [Cafeteria Manager](#)

Grade Level/Subject Area: [PS-8th Grade](#)

Start Date: [8/1/2025](#)

Job Description/Responsibilities:

[Oversee cafeteria operations for PS-8th grade \(approximately 220 students\).](#)

[Order, receive, store and inventory food, supplies and equipment according to local, state and federal regulations.](#)

[Manage meal production and serving operations, as well as determine menu quantities and serving sizes based on age level requirements. Perform and/or observe food preparation, ensuring food is cooked to the required time and temperature specifications. Assign staff to food preparation and serving status and maintain a pleasant cafeteria environment.](#)

[Follow safety and sanitation procedures in the work environment according to local, state and federal guidelines, including the local health department.](#)

[Maintain high cleanliness standards, including kitchen, equipment and storage areas](#)

Qualifications:

[High School Degree or GED equivalency](#)

[Strong interpersonal skills required](#)

[Ability to keep detailed records and complete daily, monthly and yearly reports](#)

[Must be able to endure some physical exertion such as lifting, carrying, pushing and pulling](#)

Additional 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 \[cso@evdio.org\]\(mailto:cso@evdio.org\). If you have any additional questions please reach out to Principal Kellie Kelsey at \[kkelsey@evdio.org\]\(mailto:kkelsey@evdio.org\)](#)

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 csso@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>