

# SAINT WENDEL CATHOLIC SCHOOL

4725 St. Wendel-Cynthiana Rd. Wadesville, IN 47638

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**Mrs. Hallie Scheu, PRINCIPAL**

**School Name:** Saint Wendel Catholic School

**Contact Phone Number:** 812-963-3958

**Date Posted:** 9/15/2022

**Job Type:** Non Certified

**Title/Position:** Cafeteria Manager

**Start Date:** 9/26/2022

**Contact Name:** Mrs. Hallie Scheu

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

**Date Closed:** Until Filled

**Employment Type:** Part-Time (29.5 Hours/Week)

**School Type:** PreSchool through 8th Grade

## **Job Description Responsibilities:**

- Weekly Ordering
- Daily Production Records
- Daily Meal Counting/Daily Edit Checks
- Meal prep and service and ensure food safety
- Maintain Local Wellness Policy requirements
- Daily Inventory
- Opening & closing of cafeteria
- Office duties such as emails, reconciling paperwork to send to SNP Manager, timekeeping records, etc.
- Attend quarterly manager meetings

## **Recommended Education and Experience**

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 1 year of relevant food service experience (documented volunteer experience may count) **OR** Associate's degree with specific major\*\* and at least 1 year of relevant food service experience (documented volunteer experience may count) **OR** High school diploma (or GED) and 3 years of relevant food service experience (documented volunteer experience may count)

## **Recommended Certification Required:**

- Current Food Safety Certification or willing to complete the Food Safety Certification within 30-days of hire. Certification must be renewed every 5-years per Indiana Department of Education, School and Community Nutrition requirements.
- School Nutrition Specialist (SNS) Approval

**Physical Activities:** Routine physical activities of walking, standing, squatting, exposure to extreme cold and/or heat; operate and use computers and food service equipment;

**Required Skills:** Written and oral communication; planning, organization, and leadership. Computer skills needed.

**Additional Instructions:** Please contact Mrs. Hallie Scheu at [hscheu@evdio.org](mailto:hscheu@evdio.org) for the official job description. Applicants should send interest with resumes and cover letters to [hscheu@evdio.org](mailto:hscheu@evdio.org).

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