



Catholic Diocese of Evansville  
Catholic Schools Office  
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**School Name:** Vincennes Catholic Schools

**Contact Name:** Samantha McClure & Janice Jones

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**Date Posted:** 5/13/2021

**Date Closed:** 6/25/2021

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**Job Type:** Non Certified

**Employment Type:** Full-Time

**Title/Position:** Cafeteria Manager

**Grade Level/Subject Area:** Pre-K - 12th Grade

**Start Date:** 7/28/2021

**Job Description/Responsibilities:**

**A. Program Management and Accountability**

1. Ensures the SNP is in compliance with all local, state, and federal laws, regulations, and policies.
2. Implements the free and reduced price meal program in a manner that protects and preserves the civil rights of all students.
3. Ensures compliance with the processing, approval, and verification of free and reduced meal benefits.
4. Ensures an accurate meal counting and claiming system throughout the district.
5. Implements corrective action, when needed, to address any deficiencies identified within the SNP.
6. Effectively trains SNP staff, school administrators, and other school support staff to address corrective action.
7. Monitors the district's agreement with the Indiana Department of Education, School and Community Nutrition to ensure the district complies with the provisions of Child Nutrition programs.
8. Contributes to the nutrition education and nutrition promotion components of the district's local wellness policy by serving as part of the LEAs School Wellness Committee.
9. Meets the requirements for implementing Smart Snack guidelines for the SNP and the LEA.
10. Conducts routine on-site reviews of all facilities operated by the LEA.
11. Employs management techniques to operate an effective and efficient program.
12. Through strategic planning develops short and long term goals for the SNP supporting the philosophy and policies of the LEA and Board of Education.
13. Ensures the allocation of USDA Food is appropriately ordered, planned for use, and safely stored.
14. Reviews current research information to determine health and nutrition-related trends and management techniques and then develops innovative program changes and expansions based on this information.
15. Develops guidelines for providing services in response to disaster or emergency situations.

16. Develops a long-range program for establishing professional status for the SNP's role in the education community.

17. Updates and maintains the Child Nutrition Program web (CNP web) Sponsor Summary information each program year.

#### **B. Facilities and Equipment Management**

1. Evaluates and projects facility and equipment needs for the SNP.

2. Coordinates maintenance and repair of equipment and food preparation facilities.

3. Conducts follow-up on completed repairs and maintenance.

4. Develops and implements policies and procedures to ensure environmental responsibility.

5. Implements a waste management system for the SNP that is effective, economical, environmentally safe, and meets LEA and local requirements.

#### **C. Financial Management**

1. Monitors the SNP's (if applicable, CACFP, SFSP, and/or FFVP) use of federal, state and local funds to ensure they are used only for allowable purposes.

2. Manages the SNP (if applicable, CACFP, SFSP, and/or FFVP) using appropriate financial management techniques.

3. Establishes measurable financial objectives and goals for the SNP (if applicable, CACFP, SFSP, and/or FFVP).

4. Projects operating costs based on meal equivalents.

5. Projects the annual operating budget based on revenue and expenditure forecasts.

6. Prepares justifications for budget requests.

7. Develops, implements, and monitors internal controls, monthly, to ensure financial accountability and program integrity.

8. Establishes inventory management and control systems.

9. Implements efficient management techniques to ensure all records and supporting documentation is maintained per local, state, and federal laws and policies.

10. Completes the annual Paid Lunch Equity Tool to recommend reimbursable meal paid pricing.

11. Establishes and justifies Non-Program Food pricing.

12. Completes the Revenue from Non-Program Food Tool.

13. Tracks revenues and expenditures by object codes.

14. Implements and monitors a reliable system of cash management.

15. Oversees payment of invoices in an accurate and timely manner.

16. Maintains a fixed asset inventory.

17. Prepares and submits required financial reports in a timely manner.

18. Retains appropriate financial and participation records.

19. Works with appropriate department personnel to complete the Annual Financial Report for the state.

#### **D. Food Production and Operation Management**

1. Develops procedures to ensure the food production system provides safe nutritious foods of high quality.

2. Ensures operational procedures for efficient and effective food production and distribution.

3. Establishes, implements, and evaluates policies and procedures for quality standards and quantity control.

4. Identifies procedures to incorporate Farm to School foods in recipes and meal production.

5. Establishes quality standards for the presentation and service of food.

6. Provides leadership in developing recipes following USDA meal pattern guidelines.

7. Ensures daily production records are completed accurately for each meal type in each school.

8. Plans menus for breakfast, lunch, afterschool snack, supper program, summer feeding, and catering programs.

9. Ensures all breakfast, lunch, and afterschool snacks served to students meet current USDA requirements.

10. Assesses the program to determine if summer feeding is viable for the students in the LEA.

11. Implements a plan for providing foodservice for special functions consistent with Board of Education policies.

12. Implements, plans, and oversees special events/catering.

#### **E. Food Security, Sanitation, and Safety**

- 1. Develops, implements, and monitors the required USDA food safety plan.**
- 2. Ensures each school is inspected bi-annually by the Department of Health.**
- 3. Establishes procedures to ensure food is prepared and served in a sanitary and safe environment.**
- 4. Develops and integrates employee safety regulations into all phases of the school nutrition operation.**
- 5. Establishes procedures and policies for risk management.**
- 6. Maintains Food Safety Certification recognized by the Department of Health.**

#### **F. Customer Service, Marketing, and Communication**

- 1. Implements a district-wide customer service driven philosophy that focuses on value and satisfaction.**
- 2. Develops specific marketing plans geared to students, parents, teachers, administrators, support staff, and/or the community.**
- 3. Conducts an on-going evaluation of the marketing plan.**
- 4. Communicates program information to encourage and secure support for the SNP from the Board of Education, administrators, faculty, students, parents, and the community.**
- 5. Develops social marketing plans to involve students, parents, school personnel, and community partners in the district's SNP (if applicable, CACFP and/or SFSP).**
- 6. Develops relationships and communicates with local farmers to advance Farm to School initiatives.**
- 7. Seeks and responds to student, parent, media, community, and other concerns.**
- 8. Maintains relationships with community agencies and collaborates to achieve mutual goals.**
- 9. Prepares appropriate newsletters, news releases, and brochures to inform, involve and engage the community in various Child Nutrition initiatives.**
- 10. Engages stakeholders using a variety of social media communication techniques.**

#### **G. Menu and Nutrition Management**

- 1. Develops cost-effective menus that maintain nutrition integrity and meet all local, state, and federal guidelines and regulations.**
- 2. Integrates USDA Food(s) into menus.**
- 3. Assesses customer preferences, industry trends, and current research to plan menus that encourage participation in the SNP (if applicable, CACFP and/or SFSP).**
- 4. Works with school staff, nurses, teachers, parents, and health care providers who have prescriptive authority to plan menus for children with special dietary needs.**
- 5. Develops or implements customer friendly recipes and offers methods of culinary training to school food service staff.**
- 6. Includes and identifies locally grown foods when developing menus and recipes.**
- 7. Contributes to the nutrition education and nutrition promotion of the LEAs local wellness policy; and serves on the Wellness Policy Committee [or serves as the chair of the Wellness Policy Committee].**

#### **H. Human Resource Management**

- 1. Implements personnel policies and procedures for the SNP (if applicable, CACFP and/or SFSP) in compliance with local, state, and federal regulations and laws.**
- 2. Develops job performance standards that provide for performance improvement.**
- 3. Develops methods for hiring, training, and evaluating personnel that recognize education, experience, performance, and certification.**
- 4. Establishes procedures to implement employee contract agreements, progressive discipline, and formal grievances.**
- 5. Meets training requirements of Professional Development Standards for SNP personnel.**
- 6. Annually receives training and trains all school staff working with the SNP (if applicable, CACFP and/or SFSP) on Civil Rights.**

#### **I. Procurement and Inventory Management**

- 1. Meets program compliance requirements for procurement of all food, supplies, and equipment for the SNP (if applicable, CACFP, SFSP, and/or FFVP).**
- 2. Implements a cost-effective procurement system.**
- 3. Implements and adheres to a strict code of conduct for procurement using federal, state, and local money.**

4. Develops purchasing guidelines to ensure purchased food and supplies, including locally procured foods, reflect product knowledge, customer preferences, district needs, policies, and nutrition objectives.
5. Identifies standards for implementing farm to school procurement.
6. Establishes standards for receiving storing, and inventorying food and non-food supplies based on sound principles of management.
7. Effectively orders, inventories, and uses USDA Food.

**J. Technology and Information Systems**

1. Implements management information systems that increase the productivity and efficiency of the SNP (if applicable, CACFP and/or SFSP).
2. Trains staff to use computer technology in individual school sites to improve management control and information.
3. Implements an up-to-date web based data information system for parents, students, staff, administrators, and the community.
4. Conducts direct certification and direct verification through the Indiana STN Website.

**Qualifications:**

**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**

**Additional Instructions:**

**Please send resume and cover letter to Mrs. Samantha McClure at [smcclure@evdio.org](mailto:smcclure@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 [cso@evdio.org](mailto:cso@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>