

Job Title: Cafeteria Manager / Food Service Director

Location: Sacred Heart Catholic School

Reports To: Principal

Position Summary

The Cafeteria Manager/Food Service Director oversees the daily operation of the school cafeteria and Child Nutrition Program in accordance with USDA, Indiana Department of Education (IDOE), Archdiocese of Indianapolis, and Clark County Health Department guidelines. This position is responsible for menu planning, food ordering, financial recordkeeping, compliance reporting, staff supervision, and maintaining a safe and welcoming dining environment that supports the mission of Catholic education.

Essential Responsibilities**Program Operations & Compliance**

- Ensure compliance with all USDA, IDOE, Archdiocese of Indianapolis, and local health department regulations
- Maintain cafeteria readiness for unannounced inspections and program reviews
- Manage Child Nutrition Program requirements, including free/reduced meal applications, reimbursement reporting, and verification processes
- Maintain accurate student meal account records through Etrition and related systems
- Develop monthly menus that meet federal and state meal pattern requirements

Financial & Administrative Management

- Process invoices, deposits, billing statements, and cafeteria account payments
- Complete required monthly, quarterly, and annual financial and program reports
- Monitor lunch account balances and communicate with families regarding payments and refunds
- Maintain inventory records and oversee food and supply ordering

Staff Supervision & Leadership

- Supervise cafeteria staff, substitutes, and volunteers
- Assist with hiring, training, scheduling, and evaluation of cafeteria personnel
- Ensure staff complete required annual trainings and certifications

School & Community Support

- Communicate effectively with school families, faculty, vendors, and diocesan representatives
- Maintain student allergy documentation and communicate necessary information to staff
- Support special school events and food service needs as assigned

- Promote a positive, welcoming, and student-centered cafeteria environment

Qualifications

- High school diploma required; associate or bachelor's degree preferred
- Experience in food service management or school nutrition programs preferred
- Knowledge of USDA/IDOE school nutrition regulations preferred
- Strong organizational, communication, and technology skills
- Ability to manage multiple responsibilities and work collaboratively with school staff and families
- ServSafe Food Protection Manager Certification required (or ability to obtain)
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Physical Requirements

- Ability to stand for extended periods
- Ability to lift and carry up to 30 pounds
- Ability to work in a fast-paced kitchen and cafeteria environment

Employment Information

This position may require occasional work outside of normal school hours to complete reporting deadlines, training requirements, or special events. Employment is contingent upon successful completion of required background checks and Safe Parish training.