



# BISHOP CHATARD HIGH SCHOOL

## School Food Service Manager

Bishop Chatard High School is a ministry of the Roman Catholic Archdiocese of Indianapolis. As such, it is a requirement of all departments in the school to support the mission of the Roman Catholic Church.

### Job Summary:

The primary function of the Food Service Manager is to administer the school food service program in an efficient and effective manner by:

- Adhering to all rules and regulations of the National School Lunch Program
- Administering the NSLP free and reduced-priced meal applications, approvals, and notifications and maintaining confidentiality
- Developing and posting menus for school breakfasts and lunches
- Supervising and training school lunch personnel, preparing staff assignments, and evaluating work performance
- Managing the day-to-day operations of the school kitchen
- Planning and supervising the preparation and service of breakfasts and lunches for the staff, students, and Trojan Tots (lunch only)
- Notifying families of student lunch account balances
- Processing payroll time cards
- Completing Check Request forms for all purchases on a timely basis
- Preparing daily deposits for the Business Office
- Maintaining excel spreadsheets of all income, expenses, and payroll information
- Monitoring inventory levels, ordering food and supply items at appropriate times, ensuring food and supplies are rotated and stored in sanitary conditions
- Working with the Director of Finance for all equipment purchases
- Recommending a schedule for the maintenance of kitchen equipment
- Fostering cooperation between school administration, parent groups, and kitchen for special events
- Participating in the School Wellness Committee

### Education & Experience:

- ServSafe certified
- Proficient in the use of Excel
- Proficient in the use of School Meal Point of Sale Programs
- Two years of National School Lunch Program experience
- One year of lead, or supervisory food service experience

**Job Type:** Full-time

**Salary:** Commensurate with experience

If interested, please email your resume with cover letter to: Dan Thompson, Director of Business Operations at [dthompson@bishopchatard.org](mailto:dthompson@bishopchatard.org) by **Friday, June 14, 2019**.