

BROWNSBURG COMMUNITY SCHOOL CORPORATION

NOTICE OF VACANCY

September 3, 2026

Position: Café Manager

Location: Brownsburg High School

Qualifications:

- High school graduate or equivalent.
- Valid driver's license and working vehicle.
- Previous experience in food service leadership; K-12 segment preferred.
- Previous experience leading large teams, with multiple layers of leadership and more than one location preferred.
- Excellent leadership skills and ability to effectively unite, train, and coordinate a team to create a positive work environment.
- Excellent critical thinking skills and ability to prioritize responsibilities and operational tasks in a fast-paced and ever-changing environment.
- Excellent oral and written communication skills to positively and effectively build relationships with students, parents, staff, and community partners.
- Self-motivated and self-accountable with a continuous improvement mindset.
- Excellent collaboration and compromise skills.
- Highly organized, creative, and adaptable.
- Proficient math and technology skills.
- Knowledgeable of food and supply ordering and all aspects of food service management: planning and production, safety and sanitation, marketing, and customer service.
- Keen understanding of applicable financial information.

Other Information:

- 8 hours / shift; 190 days / year
- Must be able to lift up to 50 pounds
- Full benefits package including retirement savings and paid time
- Starting pay at: \$24.00 / hour

Starting Date: To be determined

Deadline to submit Interest: 3 p.m., Friday, September 18, 2026

Contact:

Complete online application at:

www.brownsburg.k12.in.us

(Click on Employment, Select Classified / Support Staff Application)

**Jodi Gordon, Executive Director of Human Resources
Brownsburg Community School Corporation
PH: 317-852-5726**

Equal Opportunity

Brownsburg Community School Corporation does not unlawfully discriminate on the basis of age, race, religion, national origin, gender, or disability in admission or access to, or treatment or employment in, its educational programs or activities. Inquiries may be referred to: Title IX Coordinator/Assistant Superintendent, BCSC, 310 Stadium Drive, Brownsburg, IN 46112.