



Job Title: Assistant Cafeteria Manager A

Department: Child Nutrition
Reports To: Cafeteria Manager
Grade: MT-06
Number of Days: 172
Security Access: Various Sites
Overtime Status: Non-Exempt
Last Revised Date: June 30, 2015

Mission and Vision: Tulsa Public Schools is the destination for extraordinary educators who work with our community and families to ignite the joy of learning and prepare every student for the greatest success in college, careers, and life. Our mission is to inspire and prepare every student to love learning, achieve ambitious goals, and make positive contributions to our world.

Core Values: Our core values guide how we work and interact with each other at every level of the organization. We embrace and embody these values every day.

- **Equity:** All children deserve the opportunity to develop their full academic and social potential. Our diversity is a community treasure, and we must foster an inclusive environment by examining biases and resolving unfair practices.
- **Character:** We are honest, trustworthy, and have high standards of behavior. We do the right thing even when it is hard. While we do not always agree, we treat one another with kindness and respect.
- **Excellence:** We work hard together and expect a lot of one another because high standards produce exemplary knowledge, skills, abilities, and mindsets.
- **Team:** We care for one another, support the personal and professional development of one another, and work together to improve our community.
- **Joy:** Joy at school and at work makes us more productive because when we create, innovate, and imagine, our motivation grows. We want to ensure that everyone knows the excitement that comes from working deeply on a problem, task, or concept and experiencing breakthrough moments.

Position Summary: This position will assist the cafeteria manager in the overall supervision in a school cafeteria. Will assist the cafeteria manager in organizing and directing the processes necessary to provide breakfast, lunch, and snacks to TPS students. Will perform the daily job functions of a Cook II when the cafeteria manager is present. Will assume the role of Cafeteria Manager in the event of his/her absence.

Qualifications/Job Requirements:

Education:

- High school diploma or equivalency

Specialized Knowledge, Licenses, etc.:

- Must have a Managers Certification certificate or be willing to meet certification requirements from an approved food safety class; the class must meet Tulsa City/county Health Department requirements for a Sanitation Certificate

Experience:

- Should possess a basic knowledge of quantity food preparation, customer service, and computer skills
- Prefer school lunch experience
- Should possess basic computer skills necessary to navigate within a "Windows" environment
- Should possess basic supervisory experience

Specific Training/Skills:

- Should work well under pressure; meeting multiple and sometimes competing deadlines
- Should, at all times, demonstrate cooperative behavior with colleagues, supervisors, and subordinates

Physical Requirements:

- Able to tolerate exposure to higher-than-average room temperature and humidity
- Able to tolerate noise, movement, and a fast-paced environment
- Able to tolerate cleaning supplies and odors associated with these cleaning agents
- Able to lift, pull, or push up to 10 pounds, frequently up to 25 pounds, and occasionally up to 50 pounds
- Able to stand and/or walk for long periods of time

Other:

- Able to read, speak, write, and understand English
- Able to complete a Work-Based Math Test and obtain a minimum score of 75%
- Must have access to a telephone
- Access to transportation to and from work
- Willing to work at other school cafeterias in situations of labor shortages
- Enjoys working with, and around, children of all ages
- Enjoys working in a loud, fast-paced environment
- Adapts easily to changing situations and problems

Customer Contacts:

- *Internal:* Other CN employees, teachers, principals, other school site employees and volunteers, and warehouse delivery personnel
- *External:* Students and parents, vendors, Headstart and daycare personnel

Responsibilities and Essential Functions: The following duties are representative of performance expectations. A reasonable accommodation may be made to enable a qualified individual with a disability to perform essential functions.

- Prepares hot food menu items following standardized recipes and HACCP (food safety) guidelines; responsible for all aspects of quantity food preparation, beginning with the pre-preparation stage through the clean-up stage
- Maintains standards for food quality and food safety
- Assists cafeteria manager in placing orders and inspects food and supplies according to established specifications and procedures as determined by menus, volume, and student needs
- Assists cafeteria manager in conducting weekly operational meetings to communicate quality control standards, portion control standards, food safety standards, and any other pertinent departmental information
- Assists cafeteria manager in the completion and maintenance of required departmental records in an organized manner. Departmental records include production records, HACCP records, WinSnap records, payroll records, monthly inventory, monthly physical safety inspections, and monthly food safety inspections
- Follows and complies with all Federal, State, and Departmental mandates concerning Child Nutrition programs
- Assists cafeteria manager in continuously coaching and training employees to enhance both their technical skills and their customer service skills
- Attends and participates in relevant training classes, staff meetings, and workshops
- Participates and promotes CN marketing and promotions programs
- Promotes the overall team effectiveness of the kitchen by supporting the cafeteria manager in decision making and problem solving
- Performs any other duties, as assigned by Area Manager or Cafeteria Manager, which may be necessary to achieve a successful Child Nutrition program
- Display ability to work collaboratively with others on a team

Working Conditions: Exposure to the following situations may range from remote to frequent based on circumstances and factors that may not be predictable.

- Able to lift 10-20 pounds, sometimes up to 35 pounds
- Able to tolerate exposure to higher-than-average room temperature and humidity
- Able to tolerate noise, movement, and a fast-paced environment
- Able to tolerate cleaning supplies and odors associated with these cleaning agents

Tulsa Public Schools is committed to building a diverse and inclusive team of individuals who contribute to the district's mission with their talents, skills, and energy. Tulsa Public Schools is an equal opportunity employer and does not discriminate on the basis of race, religion, color, national origin, sex, sexual orientation, gender expression, gender identity, pregnancy, disability, genetic information, veteran status, marital status, age, or any other classification protected by applicable law.

Tulsa Public Schools also provides reasonable accommodations to qualified applicants and employees with disabilities. If you need an accommodation during the application process, please contact the district's talent management department at 918-746-6310 or the district's human rights and Title IX coordinator at 918-746-6517. You can also direct your request for accommodation in writing to the Tulsa Public Schools Education Service Center, Attn: Talent Management, 3027 S. New Haven Ave., Tulsa, OK 74114-6131.