



**Job Title:** Cafeteria Manager

**Department:** Child Nutrition

**Reports To:** Area Manager

**Grade:** BG-A or BG-B

**Number of Days:** Varies

**Security Access:** Assigned Site

**Overtime Status:** Exempt

**Last Revised Date:** July 1, 2017

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**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:** The incumbent in this position oversees and supervises the overall operations in a school cafeteria. The incumbent organizes and directs the processes necessary to provide breakfast, lunch, and snacks to TPS students.

## **Minimum Qualifications/Job Requirements:**

### **Education:**

- High school diploma or equivalency

### **Specialized Knowledge, Licenses, etc.:**

- Must be certified (or be willing to meet certification requirements) in an approved food safety class necessary to meet Tulsa City/County Health Department requirements for a Sanitation Certificate

### **Experience:**

- Basic knowledge of quantity food preparation, customer service, and computer skills
- Prefer school lunch experience
- Possess basic computer skills necessary to navigate within a “Windows” environment
- Possess basic supervisory experience

### **Specific Training/Skills:**

- Work well under pressure; meeting multiple and sometimes competing deadlines
- Demonstrate cooperative behavior with colleagues, supervisors, and subordinates

### **Physical Requirements:**

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

### **Other:**

- Able to read, speak, write, and understand English
- Must complete a “Work-Based Math Test” and obtain a minimum score of 75%
- Must have a telephone and have access to transportation to and from work
- Must be willing to work at other school cafeterias

## **Customer Contacts:**

- *Internal:* Other Child Nutrition employees, teachers, principals, other school site employees and volunteers, and warehouse delivery personnel
- *External:* Students, 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.

### *Employee Relations Responsibilities—55%:*

- Continuously coaches and trains employees to enhance both their technical skills and their customer service skills
- Supervises Child Nutrition employees, and with direction of the Area Manager, plans work schedules and assignments

- Communicates to employees CN's quality control standards, portion control standards, food safety standards, and any other pertinent departmental information via the use of weekly operational meetings, newsletter, e-mails, and production records
- Promotes the overall team effectiveness of the kitchen by delegating tasks and sharing responsibilities with other kitchen employees
- Maintains standards for food quality and food safety
- Conducts performance evaluation of employees via the use of *Job Counsels, Employee Annual Evaluations, and Substitute Evaluations*

*Administrative Responsibilities—35%:*

- Completes and maintains 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
- Orders and inspects food and supplies according to established specifications and procedures as determined by menus, volume, and student needs
- Directs and assists with quantity food production following standardized recipes and HACCP (food safety) guidelines

*Other Responsibilities—10%:*

- Attends and participates in relevant training classes, staff meetings, and workshops
- Participates and promotes CN marketing and promotions programs
- Resolves problems as related to above responsibilities
- Performs any other duties, as assigned by Area Manager, which may be necessary for the success of the Child Nutrition program
- Displays ability to work collaboratively with others on a team

*Non-Essential Functions:*

- Enjoys working with, and around, children of all ages
- Enjoys working in a loud, fast-paced environment
- Adapts easily to changing situations and problems
- Completes and maintains CPR training
- Communicates in Spanish language

**Supervisory Responsibilities:**

- Supervise, instruct, and coach 1-15 employees; positions in the kitchen may include Assistant manager, Cook II, cook I, and/or Assistant(s)
- Plans and coordinates work schedules for employees and ensures adherence to work schedules
- Ensures employees receive mandated training as per OSHA requirements and departmental requirements

**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.*