



**Job Title:** Substitue Cafeteria Assistant

**Department:** Child Nutrition  
**Reports To:** Cafeteria Manager  
**Grade:** MT-A  
**Number of Days:** Varies  
**Security Access:** School Site  
**Overtime Status:** Non-Exempt  
**Last Revised Date:** March 21, 2019

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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:** Assist in the processes necessary to provide breakfast, lunch, and/or snacks to TPS students in a school cafeteria.

**Minimum Qualifications:**

- Must have a current Food Handler's Permit issued via the Tulsa City/County Health Department

**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.

- Assists in the preparation of hot and/or cold food menu items following standardized recipes and HACCP (food safety) guidelines
- Communicates with cafeteria manager in placing orders to ensure adequate food and supplies are on-hand
- Follows portion control and serving instructions as per menu
- Sets up and cleans up serving line and work areas
- Cleans small and large equipment as per cleaning schedules and position descriptions located at school sites
- Cross-trains in all positions in the kitchen
- May cashier, depending on school site
- Follows and complies with all Federal, State, and Departmental mandates concerning Child Nutrition programs
- Maintains standards for food quality and food safety
- 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 Cafeteria Manager, which may be necessary to achieve a successful Child Nutrition program
- 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
- Ability to work collaboratively with others on a team
- Perform other tasks, duties, or services consistent with this position as assigned

**Skills and Abilities Required:** The following characteristics and physical skills are important for the successful performance of assigned duties.

- Work well under pressure; meeting multiple and sometimes competing deadlines.
- The incumbent should, at all times, demonstrate cooperative behavior with colleagues, supervisors, and subordinates
- Able to read, speak, write and understand English
- Must have a pleasant personality, positive attitude, and good communication skills
- Ability to manage and prioritize multiple projects and a demanding workload
- Must exhibit motivation, possess, the ability to work well in a stressful environment having a wide range of variable conditions and personnel

**Supervisory Responsibilities:**

- This role does not directly supervise any individuals

**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 Stand for long periods of time

- 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.*