



**Job Title:** Catering Manager

**Department:** Child Nutrition  
**Reports To:** Executive Chef  
**Grade:** Cafeteria Manager B  
**Number of Days:** 12 Months  
**Security Access:** All Sites  
**Overtime Status:** Exempt  
**Last Revised Date:** June 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:** The Catering Manager will provide supervision of catering services for the TPS district and outside entities; participates and supports nutrition education activities that occur during school days; implement business practices to uphold district's mission and values; contributes to district revenue and operating profit contribution through the implementation of services and creation of opportunities for growth. The responsibilities and essential functions include those listed below, but the leadership team may identify other responsibilities of the position depending on business necessities and district requirements.

**Minimum Qualifications:**

- Associate degree or certification in culinary arts or related field
- Three (3) years' experience in a supervisory or managerial role
- Must have substantial experience in catering and/or institutional establishments
- Must have manager Servsafe certification or be willing to meet certification requirements from an approved food safety course. The course must meet Tulsa City/County Health Department requirements for a managers' food handler certificate
- Must have a valid driver's license
- Excellent oral and written communication skills and proven ability to demonstrate cooperative behavior with colleagues, supervisors, subordinates, and clients

**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.

- Maintains and develops client relationships and client satisfaction for catering services to ensure business retention
- Plans projects, including defining objectives, methods, timetables and budget to support district and department strategic plan
- Accountable for the execution of service quality by maintaining highest level of delivery.
- Promotes and supports workplace diversity initiatives
- Directs daily operations of catering services to ensure employees have appropriate equipment, inventory, and resources to perform their jobs and meet goals and deadlines
- Directs catering operations to include waited table service, continuous break stations and buffet lines
- Plans, advises and assists with menu options and selection and provides job quotes for special services or sales
- Ensures the quality of catering operations, including dishware, linens, food and beverage items, complying with all sanitation guidelines and maintaining area in accordance with state health standards
- Probes potential problems and informs manager of status of resolution of problems or issues, using appropriate resources when necessary
- Supervises day-to-day work activities by delegating authority, assigning and prioritizing activities and monitoring operation standards
- Manages by providing positive and constructive feedback to employees in order to reward, coach, correct, and motivate
- Ensures compliance with all federal, state, and local regulations as well as district policies and procedures (e.g. quality assurance, safety, operations, personnel)
- Establishes a safe work environment for employees by providing safety-related training and equipment maintenance and by ensuring compliance with district safety and loss prevention programs and standards
- Establishes operating standards, implements quality improvements and communicates them to employees
- Ensures certifications are current for facilities
- Alignment to district mission and core values

- Exemplary communication skill, both written and verbal
- 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.

- Possess proficiency in basic knowledge of food preparation, cooking skills, customer service, and employee conduct and engagement
- Can oversee employees and is capable of training/coaching employee behavior and performance
- Self-driven
- Work well under pressure; meeting multiple and sometimes competing deadlines
- Possess the mathematical skill to determine accurate food costs, ordering, and production
- Able to read, write, and understand English
- Must have access to a telephone
- Must have access to transportation to and from work
- Willing to be flexible in working hours with occasional weekend and after-hours duties
- Can operate a GPS system and/or navigate addresses/layout of Tulsa Metro
- Must be proficient in Microsoft Word, Excel, PowerPoint
- Possess adequate skill in navigating Apple IOS software and other smart technology

**Supervisory Responsibility:**

- Directly supervises culinary coordinator and catering staff
- indirectly supervises hourly child nutrition staff

**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 tolerate exposure to higher or lower than average temperatures and humidity; all outdoor elements
- Able to tolerate noise, movement, and a fast-paced environment
- Able to drive large company vehicles such as a cargo van or box truck
- Able to operate a box truck and lift gate
- Able to hitch a 20+' smoker trailer to company vehicles and drive to varying locations
- Able to operate all smoker trailer functions
- Able to tolerate cleaning supplies and odors associated with cleaning agents
- Able to lift, pull, push up to 15 pounds, frequently up to 25 pounds, and occasionally up to 50 pounds (with team assisted lift); be able to transport supplies and food across varying terrain and distance
- Be able to pack and unpack food and supplies from company vehicles
- Able to stand and/or walk for long periods of time

*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.*