



T U L S A

PUBLIC SCHOOLS

Job Title: Culinary Coordinator

Department: Child Nutrition
Reports To: Catering Director / Executive Chef
Grade: MT09
Number of Days: 12 Months
Security Access: Ross
Current Date: August 6, 2012
Overtime Status: Non-Exempt

Job Objectives: Oversee & supervise the district catering operations @ various site. Organize & direct the process necessary to provide breakfast, lunch, & special requests for principles, board members, administrators, teachers PTA & students as well as the other stuff.

Minimum Qualifications:

- Education:
 - High school 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

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.

- 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.

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.
- Demonstrate cooperative behavior with colleagues, supervisors, and subordinates.

Supervisory Responsibility: Does not directly supervise any individuals.

- 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.

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

- 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.
- Able to drive, load and unload catering vehicle

Tulsa Public Schools is an equal opportunity employer offering employment without regard to race, color, religion, gender, national origin, age, sexual orientation, or disability. This job description summary does not imply that these are the only duties to be performed. This job description is subject to change in response to funding variables, emerging technologies, improved operating procedures, productivity factors, and unforeseen events.