



Job Title: Child Nutrition Area Manager

Department: Child Nutrition Services office

Reports To: Operations Director

Grade: BG-05

Number of Days: 200 days

Overtime Status: Exempt

Last Revised Date: July 7, 2014

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: Supervise Child Nutrition Managers at multiple production and service sites. Respond to customer concerns about meal service and or customer service. Contribute to Child Nutrition Department mission and goals.

Minimum Qualifications:

Education:

- Bachelor's degree preferred, high school or equivalent required

Experience:

- At least one-year experience in supervision, quantity food preparation
- Personnel management and/or business management is desired

Other:

- Competencies are also required in financial accountability awareness and program innovativeness to increase efficiency and student participation
- Must exhibit professional leadership and capabilities to encourage leadership from the manager level
- Must possess good communication skills to effectively communicate issues/procedures to principals and other individuals

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.

- Coordinate satellite base kitchen operations
- Assure effective and efficient quality food service through regular school visits, food tasting and evaluations
- Review sanitation and safety compliance; observe cleaning schedules and suggest needed changes
- Assist managers with preparation of work schedules and job analysis
- Evaluate school participation in relation to meals per labor hour and efficient labor utilization, adjust staffing as needed
- Assure financial records are prepared in accordance with departmental policies
- Observe and correct any deficiencies in compliance with state and federal school lunch regulations
- Review departmental reports with schools to ensure accountability
- Recommend assignments, working hours, promotions, transfers and terminations when necessary
- Conduct training for kitchen managers and staff; on-the-job workshops and assist training manager in implementation of training plan
- Recommend employees for training
- Encourage development of leadership from the manager level, and staff
- Evaluate compliance with uniform procedure/employee procedures
- Mediate employee issues
- Provide one-on-one training when needed
- Evaluate compliance with NSLP, NSBP, and SMI regulations
- Review weekly requisitions for food and supplies making appropriate corrections considering inventories and participation
- Monitor food cost controls and inventory levels
- Evaluate compliance with charge procedure
- Assist managers with providing accurate data for Daily Participation and Income, reports, payroll records, meal ticket accountability and food inventories and requisitions
- Evaluate food quality and presentation, recommend needed improvements
- Test and evaluate new products and equipment as requested
- Review production records for accuracy, and completion
- Serve as liaison between principals and the child nutrition department administration

- Work with health department to correct any deficiencies
- Report the condition of each physical plant, equipment, sanitation and repairs to the Director of Operations
- Recommend needed equipment and equipment transfers
- Follow up on equipment maintenance and repairs
- Assist with promotional activities such as fine dining, BBQ's, display cooking's and other activities
- Participate and provide leadership in professional organizations: local, state and national levels
- Encourage management staff to develop themselves
- Display 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.

- Must have basic knowledge of computer hardware and operating systems
- Strong knowledge of Windows and computer network applications

Supervisory Responsibility:

- Supervise Child Nutrition Managers at multiple sites

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

- Office, work in kitchen may be required
- Commuting during the day is required

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.