



**Job Title:** Field Training Manager/Auditor, Child Nutrition

**Department:** Child Nutrition

**Reports To:** Training Manager

**Grade:** BG-04

**Number of Days:** 200

**Security Access:**

**Overtime Status:** Exempt

**Last Revised Date:** October 4, 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:** Assist and coach cafeteria manager and hourly staff in CN policies and procedures, daily operations of school cafeteria, computer usage, and effective cost controls. Provide training classes in absence of training manager. Conduct district food safety audits and other audits as needed.

**Minimum Qualifications:**

- Prefer Bachelor's degree OR minimum three years' experience in supervision of quantity food preparation, personnel management, and business management in a school food service setting may be substituted.
- Experience with WinSNAP/WebSMARTT software highly desirable.
- Must exhibit professional leadership and have capabilities to encourage leadership at the school manager level.
- Possess excellent oral and written communication skills.
- Certification in ServSafe as required by Tulsa County/City Health Department or be willing to obtain.
- Able to present Training presentations in front of large crowds.
- Work well un-supervised and be a self-starter and able to organize work load with consideration to priorities.

**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.

- Complete the Food Safety Comprehensive Safety Audits, provide results to management and retain files for.
- Organize recognition and awards for Audit Champions.
- Assist in implementing After School Snack training and audits as needed.
- Provide training at sites as requested.
- Monitor manager in training program.
- Develop training materials.
- Identify trainers for manager in training program.
- Assist with opening and closing of school sites through assistance in development of procedures, provision of training and on-site follow-up as needed.
- Other duties 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 & operating systems.
- Strong knowledge of Windows and computer network applications.

**Supervisory Responsibility:**

- Yes

**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.*