



T U L S A

PUBLIC SCHOOLS

Job Title: Area Manager

Department: Child Nutrition
Reports To: Director of Operations
Grade: BG-05
Number of Days: 200 days
Security Access:
Current Date: July 7, 2014
Overtime Status: Exempt

Job Objectives: 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:

- Bachelors degree preferred, high school or equivalent required.
- At least one-year experience in supervision, quantity food preparation.
- Personnel management and/or business management is desired.
- 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.

- 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.
- Other duties as requested.

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:

- 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 maybe required.
- Commuting during the day is required.

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