



**Job Title:** Assistant Cafeteria Manager A

**Department:** Child Nutrition  
**Reports To:** Cafeteria Manager  
**Grade:** MT-06  
**Number of Days:** 172  
**Security Access:**  
**Current Date:** June 30, 2015  
**Overtime Status:** Non-Exempt

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**Position Summary:** This position will assist the cafeteria manager in the overall supervision in a school cafeteria. Will assist the cafeteria manager in organizing and directing the processes necessary to provide breakfast, lunch, and snacks to TPS students. Will perform the daily job functions of a Cook II when the cafeteria manager is present. Will assume the role of Cafeteria Manager in the event of his/her absence.

**Qualifications/Job Requirements:**

**Education:**

- High school diploma or equivalency.

**Specialized Knowledge, Licenses, etc Required:**

- Must have a Managers Certification certificate, or be willing to meet certification requirements from an approved food safety class. The class must meet Tulsa City/county Health Department requirements for a Sanitation Certificate.

**Experience:**

- Should possess a basic knowledge of quantity food preparation, customer service, and computer skills.
- Prefer school lunch experience.
- Should possess basic computer skills necessary to navigate within a “Windows” environment.
- Should possess basic supervisory experience.

**Specific Training/Skills:**

- Should work well under pressure; meeting multiple and sometimes competing deadlines.
- Should, at all times, demonstrate cooperative behavior with colleagues, supervisors, and subordinates.

**Physical Requirements (If Applicable):**

- Able to tolerate exposure to higher-than-average room temperature and humidity
- Able to tolerate noise, movement, and a fast-paced environment.
- Able to tolerate cleaning supplies and odors associated with these cleaning agents.
- Able to lift, pull, or push up to 10 pounds, frequently up to 25 pounds, and occasionally up to 50 pounds.

- Able to stand and/or walk for long periods of time.

**Other:**

- Able to read, speak, write, and understand English.
- Able to complete a *Work-Based Math Test* and obtain a minimum score of 75%.
- Must have access to a telephone.
- Access to transportation to and from work.
- Willing to work at other school cafeterias in situations of labor shortages.
- Enjoys working with, and around, children of all ages
- Enjoys working in a loud, fast-paced environment
- Adapts easily to changing situations and problems.

**Customer Contacts (Internal and External):**

Internal: Other CN employees, teachers, principals, other school site employees and volunteers, and warehouse delivery personnel.

External: Students and parents, vendors, Headstart and daycare personnel.

**Essential Job Functions:**

- **Prepares** hot food menu items following standardized recipes and HACCP (food safety) guidelines; responsible for all aspects of quantity food preparation, beginning with the pre-preparation stage through the clean-up stage.
- **Maintains** standards for food quality and food safety.
- **Assists cafeteria manager in placing orders and inspects** food and supplies according to established specifications and procedures as determined by menus, volume, and student needs.
- **Assists cafeteria manager in conducting** weekly operational meetings to communicate quality control standards, portion control standards, food safety standards, and any other pertinent departmental information.
- **Assists cafeteria manager in the completion and maintenance** of 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.
- **Assists cafeteria manager in continuously coaching and training** employees to enhance both their technical skills and their customer service skills.
- **Attends and participates** in relevant training classes, staff meetings, and workshops.
- **Participates and promotes** CN marketing and promotions programs.
- **Promotes** the overall team effectiveness of the kitchen by supporting the cafeteria manager in decision making and problem solving.
- **Performs** any other duties, as assigned by Area Manager or Cafeteria Manager, which may be necessary to achieve a successful Child Nutrition program.

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

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origin, or veteran status. Tulsa Public Schools prohibits discrimination against individuals with disabilities and will reasonably accommodate applicants with a disability, upon request, and will also ensure reasonable accommodation for employees with disabilities.