



**Job Title: Assistant, Child Nutrition**

**Reports to:** Cafeteria Manager  
**Department:** Child Nutrition Services  
**Compensation:** Grade MT-01  
**Overtime Status:** Non-exempt  
**Date Job Revised:** March 22, 2012

**Position Summary:** The incumbent in this position will assist the cafeteria manager or Cook II in the processes necessary to provide breakfast, lunch, and/or snacks to TPS students in a school cafeteria.

**Minimum Qualifications/Job Requirements:**

**Education:** It is desirable that the incumbent possesses a high school diploma or equivalency.

**Specialized Knowledge, Licenses, etc:** The incumbent must have a current Food Handler's Permit issued via the Tulsa City/County Health Department.

**Experience:** It is desirable that the incumbent possesses a basic knowledge of quantity food preparation and customer service skills; prefer school lunch experience.

**Specific Training/Skills:** The incumbent should work well under pressure; meeting multiple and sometimes competing deadlines. The incumbent should, at all times, demonstrate cooperative behavior with colleagues, supervisors, and subordinates.

**Physical Requirements (If Applicable):**

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.

**Other:**

**Success Factors:**

1. The incumbent should maintain good public relations with both external and internal customers.
2. The incumbent should maintain a positive attitude.
3. The incumbent should demonstrate a commitment to quality and hard work.

**Scope of Authority (If Applicable):** The incumbent will be responsible for assisting in food preparation, portion control, serving, setting up, and cleaning up. The incumbent will be responsible for ensuring their area of responsibility is completed. The incumbent will have no supervisory role for employees.

**Customer Contacts (Internal and External):** Internal customers include: Other CN employees, Teachers, Principals, other school site employees and volunteers, and warehouse delivery personnel. External customers include: students and parents, vendors, Headstart and daycare personnel.

**Essential Job Functions:** *Production Responsibilities—90%*

- **Assists in the** preparation of hot and/or cold food menu items following standardized recipes and HACCP (food safety) guidelines.

- **Communicates with cafeteria manager in placing orders** to ensure adequate food and supplies are on-hand.
- **Follows** portion control and serving instructions as per menu.
- **Sets up and cleans up** serving line and work areas.
- **Cleans** small and large equipment as per cleaning schedules and position descriptions located at school sites.
- **Cross-trains** in all positions in the kitchen.
- **May cashier**, depending on school site.
- **Follows and complies with** all Federal, State, and Departmental mandates concerning Child Nutrition programs.
- **Maintains** standards for food quality and food safety.

Other Responsibilities—10%

- **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 Cafeteria Manager, which may be necessary to achieve a successful Child Nutrition program.

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