



**Job Title: Cafeteria Manager**

**Department:** Child Nutrition  
**Reports To:** Area Manager  
**Grade:** BG-A or BG-B  
**Number of Days:** 183  
**Security Access:**  
**Current Date:** July 1, 2015  
**Overtime Status:** Exempt

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**Position Summary:** The incumbent in this position oversees and supervises the overall operations in a school cafeteria. The incumbent organizes and directs the processes necessary to provide breakfast, lunch, and snacks to TPS students.

**Minimum Qualifications/Job Requirements:**

**Education:**

- High school or equivalency

**Specialized Knowledge, Licenses, etc:**

- Must be certified (or be willing to meet certification requirements) in an approved food safety class necessary to meet Tulsa City/County Health Department requirements for a Sanitation Certificate.

**Experience:**

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

**Specific Training/Skills:**

- Work well under pressure; meeting multiple and sometimes competing deadlines.
- Demonstrate cooperative behavior with colleagues, supervisors, and subordinates.

**Physical Requirements:**

- 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:**

- Able to read, speak, write, and understand English.
- Must complete a “Work-Based Math Test” and obtain a minimum score of 75%.
- Must have a telephone and have access to transportation to and from work.
- Must be willing to work at other school cafeterias.

**Scope of Authority:**

- Supervise, instruct, and coach 1-15 employees; positions in the kitchen may include Assistant manager, Cook II, cook I, and/or Assistant(s).
- Plans and coordinates work schedules for employees and ensures adherence to work schedules.
- Ensures employees receive mandated training as per OSHA requirements and departmental requirements.

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

- **Internal**
  - Other Child Nutrition employees, teachers, principals, other school site employees and volunteers, and warehouse delivery personnel.
- **External**
  - Students, parents, vendors, Headstart and daycare personnel.

**Essential Job Functions:**

*Employee Relations Responsibilities—55%*

- **Continuously coaches and trains** employees to enhance both their technical skills and their customer service skills.
- **Supervises** Child Nutrition employees, and with direction of the Area Manager, **plans** work schedules and assignments.
- **Communicates** to employees CN’s quality control standards, portion control standards, food safety standards, and any other pertinent departmental information via the use of weekly operational meetings, newsletter, e-mails, and production records.
- **Promotes** the overall team effectiveness of the kitchen by delegating tasks and sharing responsibilities with other kitchen employees.
- **Maintains** standards for food quality and food safety.
- **Conducts** performance evaluation of employees via the use of *Job Counsels, Employee Annual Evaluations, and Substitute Evaluations.*

*Administrative Responsibilities—35%*

- **Completes and maintains** 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.
- **Orders and inspects** food and supplies according to established specifications and procedures as determined by menus, volume, and student needs.
- **Directs and assists** with quantity food production following standardized recipes and HACCP (food safety) guidelines.

Other Responsibilities—10%

- **Attends and participates** in relevant training classes, staff meetings, and workshops.
- **Participates and promotes** CN marketing and promotions programs.
- **Resolves** problems as related to above responsibilities.
- **Performs** any other duties, as assigned by Area Manager, which may be necessary for the success of the Child Nutrition program.

**Non-Essential Functions:**

- **Enjoys** working with, and around, children of all ages.
- **Enjoys** working in a loud, fast-paced environment.
- **Adapts** easily to changing situations and problems.
- **Completes and maintains** CPR training.
- **Communicates** in Spanish language.

**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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