



T U L S A

PUBLIC SCHOOLS

Job Title: Cook II
Department: Child Nutrition Services
Reports To: Cafeteria Manager
Grade: MT-03
Number of Days: 172
Security Access:
Current Date: June 30, 2015
Overtime Status: Non-Exempt

Position Summary: This position will assist the school cafeteria team in the processes necessary to provide breakfast, lunch, and/or snacks to TPS students; focusing primarily in the quantity food production of menu items.

Qualifications/Job Requirements:

Education:

- High school diploma or equivalency.

Specialized Knowledge, Licenses, etc:

- Must have a current Food Handler's Permit issued via the Tulsa City/County Health Department.

Experience:

- Must be able to read, speak, write and understand English. The incumbent must be able to complete a *Work-Based math Test* and obtain a minimum score of 75%.
- Must have access to a telephone.
- Must have access to transportation to and from work.
- Must be willing to work at other school cafeterias in situations of labor shortages.

Specific Training/Skills:

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

Physical Requirements (If Applicable):

- Be able to tolerate exposure to higher-than-average room temperature and humidity.
- Be able to tolerate noise, movement, and a fast-paced environment.
- Be able to tolerate cleaning supplies and odors associated with those cleaning agents.
- Be able to lift, pull, or push up to 10 pounds, frequently to up 25 pounds, and occasionally up to 50 pounds.
- Be able to stand and/or walk for long periods of time.

Scope of Authority:

- Responsible for all the processes involved in the quantity production of food menu items.

Customer Contacts:

- Internal: Other CN employees, teachers, Principals, other school site employees and volunteers, and warehouse delivery personnel.
- External: Students, parents, vendors, Headstart and daycare personnel.

Duties and Responsibilities:

- Prepares 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.
- Follows portion control and serving instructions as per menu.
- 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.
- Assists cafeteria manager in the completion and maintenance of required departmental records in an organized manner.
 - Departmental records may include: production records, HAACP 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.
- 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.
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 - 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
- Enjoys
 - Working with, and around, children of all ages.
 - Working in a loud, fast-paced environment.
 - Adapting easily to changing situations and problems.

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

Tulsa Public Schools is an equal opportunity employer and does not discriminate against persons because of age, race, color, creed, religion, disability, gender, ethnic or national 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.