

**OAKLAND UNIFIED SCHOOL DISTRICT**

Office of the Superintendent of Schools

June 10, 2020

<b>Legislative File</b>	
File ID Number:	20-1316
Introduction Date:	06/10/2020
Enactment Number:	20-0852
Enactment Date:	6/10/2020
By:	lf

TO: Board of Education

FROM: Kyla Johnson-Trammell, Superintendent  
Tara Gard, Deputy Chief Talent Officer, Talent Division

SUBJECT: Creation/Revision of Job Description - Nutrition Services Department and Academic and Instructional Innovation (AII) - Executive Chef/Production Manager, Nutrition Services; Supervisor, Central Kitchen Warehouse and Distribution; Specialist, Receiver/Inventory; Specialist, Food Logistics and Distribution; Program Manager, Nutrition Services; Director of Instruction, PreK-12.

**Creations:**

**Nutrition Services Department**

1. Executive Chef/Production Manager, Nutrition Services;
2. Supervisor, Central Kitchen Warehouse and Distribution;
3. Specialist, Receiver/Inventory;
4. Specialist, Food Logistics and Distribution; and
5. Program Manager, Nutrition Services.

**Revisions:**

**Academic and Instructional Innovation**

1. Director of Instruction, PreK-12

**ACTION REQUESTED**

Adoption by the Board of Education of Resolution No. 1920-2035 - Creation/Revision of Job Description - Nutrition Services Department and Academic and Instructional Innovation (AII) - Executive Chef/Production Manager, Nutrition Services; Supervisor, Central Kitchen Warehouse and Distribution; Specialist, Receiver/Inventory; Specialist, Food Logistics and Distribution; Program Manager, Nutrition Services; Director of Instruction, PreK-12.

**DISCUSSION**

The Talent Division recommends approval of these job descriptions as part of its ongoing work to revise and update the job classifications needed to implement the strategic plan, create greater clarity of roles, and have a written job description that reflects the scope and responsibilities for every position in the District.

**Creation:**

Job Description/Position/Title/FTE  
Executive Chef/Production Manager  
(As Assigned) (1.0 FTE)

Salary Schedule/Range

Salary Schedule: ADCL 15  
Range: \$ 81,462.46 – 103,979.05  
12 months, 261 days, 7.5 hours (FT)

**FISCAL IMPACT**

There is no fiscal impact. This role is part of a reorganization and is replacing an existing job description.

**Creation:**

Job Description/Position/Title/FTE  
Supervisor, Central Kitchen Warehouse and Distribution  
(As Assigned) (1.0 FTE)

Salary Schedule/Range

Salary Schedule: ADCL 14  
Range: \$ 77,575.92 – 99,008.22  
12 months, 261 days, 7.5 hours (FT)

**FISCAL IMPACT**

There is no fiscal impact. This role is part of a reorganization and is replacing an existing job description.

**Creation:**

Job Description/Position/Title/FTE  
Specialist, Receiver/Inventory  
(As Assigned) (1.0 FTE)

Salary Schedule/Range

Salary Schedule: WARE 01  
Range: \$ 43,837.89 – 45,913.23  
12 months, 261 days, 7.5 hours (FT)

**FISCAL IMPACT**

There is no fiscal impact. This role is part of a reorganization and is replacing an existing job description.

**Creation:**

Job Description/Position/Title/FTE  
Specialist, Food Logistics and Distribution  
(As Assigned) (1.0 FTE)

Salary Schedule/Range

Salary Schedule: WARE 02  
Range: \$ 54,274.76 – 55,237.24  
12 months, 261 days, 7.5 hours (FT)

**FISCAL IMPACT**

There is no fiscal impact. This role is part of a reorganization and is replacing an existing job description.

**Creation:**

Job Description/Position/Title/FTE  
Program Manager, Nutrition Services  
(As Assigned) (1.0 FTE)

**Salary Schedule/Range**

Salary Schedule: ADCL 15  
Range: \$77,575.92 – 99,008.22  
12 months, 261 days, 7.5 hours (FT)

**FISCAL IMPACT**

There is no fiscal impact. This role is part of a reorganization and is replacing an existing job description.

**Revision:**

Job Description/Position/Title/FTE  
Director of Instruction, PreK-12  
(As Assigned) (1.0 FTE)

**Salary Schedule/Range**

Salary Schedule: CFAD 22  
Range: \$97,501.05 - \$124,430.62  
12 months, 227 days, 7.5 hours (FT)

**FISCAL IMPACT**

There is no fiscal impact. This role is currently funded. This position is part of a department restructuring. The job duties were adjusted to current CA education context by adding references to updated standards like Common core State Standards (CCSS), Next Generation Science Standards (NGSS) and adjusted to address our PreK to 12 grade span.

**RECOMMENDATION**

Adoption by the Board of Education of Resolution No. 1920-2035 - Creation/Revision of Job Description - Nutrition Services Department and Academic and Instructional Innovation (AII) - Executive Chef/Production Manager, Nutrition Services; Supervisor, Central Kitchen Warehouse and Distribution; Specialist, Receiver/Inventory; Specialist, Food Logistics and Distribution; Program Manager, Nutrition Services; Director of Instruction, PreK-12.

**RESOLUTION  
OF THE  
BOARD OF EDUCATION  
OF THE  
OAKLAND UNIFIED SCHOOL DISTRICT  
Resolution No. 1920-2035**

Creation/Revision of Job Description - Nutrition Services Department and Academic and Instructional Innovation (AII)

**WHEREAS**, it is the goal of the Oakland Unified School District to ensure organizational effectiveness, efficiency and accountability to further student achievement; and

**WHEREAS**, it is the intent of the District to develop a structure which focuses on providing high standards of service and increasing accountability across the system; and

**WHEREAS**, the job description aligns with the District's priority of a Full Service Community School District and to enhance service our students, schools and community, and

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Education hereby determines that the following positions are created or revised as set forth in the attachments and shall be established on the respective salary schedule/range effective 12:01 a.m., June 10, 2020, as follows:

**Creation:**

Job Description/Position/Title/FTE  
Executive Chef/Production Manager  
(As Assigned) (1.0 FTE)

Salary Schedule/Range

Salary Schedule: ADCL 15  
Range: \$ 81,462.46 – 103,979.05  
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Job Description/Position/Title/FTE  
Supervisor, Central Kitchen Warehouse and Distribution  
(As Assigned) (1.0 FTE)

Salary Schedule/Range

Salary Schedule: ADCL 14  
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**Creation:**

Job Description/Position/Title/FTE  
Specialist, Receiver/Inventory  
(As Assigned) (1.0 FTE)

Salary Schedule/Range

Salary Schedule: WARE 01  
Range: \$ 43,837.89 – 45,913.23  
12 months, 261 days, 7.5 hours (FT)

**FISCAL IMPACT**

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**Creation:**

Job Description/Position/Title/FTE  
Specialist, Food Logistics and Distribution  
(As Assigned) (1.0 FTE)

Salary Schedule/Range

Salary Schedule: WARE 02  
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12 months, 261 days, 7.5 hours (FT)

**FISCAL IMPACT**

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**Creation:**

Job Description/Position/Title/FTE  
Program Manager, Nutrition Services  
(As Assigned) (1.0 FTE)

Salary Schedule/Range

Salary Schedule: ADCL 15  
Range: \$77,575.92 – 99,008.22  
12 months, 261 days, 7.5 hours (FT)

**FISCAL IMPACT**

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**Revision:**

Job Description/Position/Title/FTE  
Director of Instruction, PreK-12  
(As Assigned) (1.0 FTE)

Salary Schedule/Range

Salary Schedule: CFAD 22  
Range: \$97,501.05 - \$124,430.62  
12 months, 227 days, 7.5 hours (FT)

**FISCAL IMPACT**

There is no fiscal impact. This role is currently funded. This position is part of a department restructuring. The job duties were adjusted to current CA education context by adding references to updated standards like Common core State Standards (CCSS), Next Generation Science Standards (NGSS) and adjusted to address our PreK to 12 grade span.

**BE IT FURTHER RESOLVED**, that the Board authorizes the creation of job descriptions as so stated above.

Passed by the following vote:

PREFERENTIAL AYE: None

PREFERENTIAL NOE: None

PREFERENTIAL ABSTENTION: None

PREFERENTIAL RECUSE: None

AYES: Aimee Eng, Jumoke Hinton Hodge, Gary Yee, Roseann Torres, Vice President Shanthi Gonzales and President Jody London

NOES: James Harris

ABSTAINED: None

RECUSE: None

ABSENT: Student Directors Mica Smith-Dahl and Denilson Garibo

### **CERTIFICATION**

We hereby certify that the foregoing is a full, true and correct copy of a Resolution passed at a Regular Meeting of the Board of Education of the Oakland Unified School District held on June 10, 2020.

<b>Legislative File</b>	
File ID Number:	20-1316
Introduction Date:	06/10/2020
Enactment Number:	20-0852
Enactment Date:	6/10/2020
By:	If

### **OAKLAND UNIFIED SCHOOL DISTRICT**



\_\_\_\_\_  
Jody London  
President, Board of Education



\_\_\_\_\_  
Kyla Johnson-Trammell  
Superintendent and Secretary, Board of Education

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OAKLAND UNIFIED  
SCHOOL DISTRICT

**Position Description**

<b>TITLE:</b>	<b>Executive Chef / Production Manager, Nutrition Services</b>	<b>REPORTS TO:</b>	<b>Central Kitchen Coordinator, Nutrition Services</b>
<b>DEPARTMENT:</b>	<b>Nutrition Services</b>	<b>CLASSIFICATION:</b>	<b>Classified Management</b>
<b>FLSA:</b>	<b>Exempt</b>	<b>WORK YEAR/HOURS:</b>	<b>261 days / 7.5 hours or duty days and hours as assigned</b>
<b>ISSUED:</b>	<b>Created: May 2020</b>	<b>SALARY GRADE:</b>	<b>ADCL 15</b>

**BASIC FUNCTION:** Under direction from the Central Kitchen Coordinator, plan, organize and supervise the nutrition services production operations at the District’s Food Manufacturing Facility; supervise and evaluate assigned staff in the District’s Food Manufacturing Facility and at other Nutrition Services kitchens in order to prepare and deliver fresh, finished food products to all district cooking kitchens, satellite kitchens, cafeterias and contract meal sites.

**REPRESENTATIVE DUTIES:** Incumbent may perform any combination of the essential functions shown below. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but are intended to accurately reflect the principal job elements.

**ESSENTIAL FUNCTIONS:**

Lead all food production and preparation, liaise with Warehouse / Logistics Manager to ensure fulfillment of school site orders. Monitor staff completion of all daily production tasks, records, time and temperature logs, and food safety records.

Participate in the development of menus ensuring all items meet nutritional guidelines of the USDA and California State meal requirements, as well as, the local Wellness policy.

Write daily, weekly, and monthly production schedules using the published cycle menus.

Assure standardized recipes are followed.

Work closely with Good Food Purchasing and Inventory Specialist to order and receive all foods, beverages, and operational supplies, and complete weekly inventories.

Verify all items in their proper quantity are prepared for production lines, ensure proper portioning of all meals, sides and snacks. Monitor and investigate all overages and shortages.

Inspect food preparation, storage and serving areas for cleanliness and organization as well as inventory levels. Ensure all items are properly stored, labeled, and dated.

Practice and enforce all federal, state, and local food service regulations.

Collaborate with supervisors and team members on staff development, food quality and recipe development, and workplace safety.

Participate in the development and implementation of goals, objectives, policies and procedures related to the Nutrition Services Department.

Analyze and develop workplace procedures, schedules and standards.

Set and/or maintain food quality standards, recipe standardization, portion control, and food safety and sanitation standards.

Observe and regulate food quality, food serving for portion control, efficiency of operations, monetary controls and product waste.

Operate a variety of large scale, industrial kitchen equipment utilized in food processing and serving facilities.

Prepare and maintain records related to production levels; submit reports and records of foods, beverages and related supplies and equipment as required.

Prepare written instructions and forms related to production; prepare oral and written reports related to production activities.

Participate in the recruitment, selection, coordination, supervision, evaluation and discipline of departmental employees and plan and implement employee training programs.

Ensure District compliance with mandated state and federal regulations.

Assist in the development of policies and administrative guidelines related to assigned areas of responsibility.

Use personal transportation for travel to sites when attendance is required.

Attend any and all required meetings.

Provide cross-training to department personnel.

Perform related duties as assigned.

#### **QUALIFICATIONS:**

The District determines whether a candidate is qualified based on fulfillment of prerequisites, relevant work experience, ability to perform the essential functions, reference checks, effective interpersonal and communication skills demonstrated by interview performance and/or writing samples, and achievement on performance-based assessments (if applicable) that demonstrate the candidate possesses the requisite knowledge, skills and abilities. Meeting prerequisites only satisfies the initial screening process and does not indicate the candidate is qualified to perform the essential functions of the position.

#### **KNOWLEDGE OF:**

Principles and methods of high volume, high quality food service preparation, serving and storage

Advanced cook-chill systems, standard kitchen equipment, utensils and measurements

Methods of computing food purchasing and production quantities required by daily, weekly and monthly menus

Sanitation, health and safety practices related to preparing, storing, and delivering food and beverages

Record-keeping and report preparation techniques

Effective staff management, evaluation and supervision

Correct English usage, grammar, spelling, punctuation and vocabulary

Applicable federal, state, and District codes, regulations, policies and procedures governing work scope

Recipe & Menu costing

Inventory methods and systems

Diverse academic, socio-economic, cultural, ethnic, and disability backgrounds of District students and staff

Computer software, hardware, and related technology

#### **ABILITIES TO:**



Plan, organize and supervise all production operations at the central kitchen

Accept and carry out responsibility for direction, control, and planning

Estimate and adjust food quantities and determine proper amounts for economical food service

Operate high volume kitchen equipment, standard cafeteria equipment and appliances

Train, supervise and evaluate personnel

Determine appropriate action within clearly defined guidelines

Observe health and safety regulations

Monitor and review record-keeping and reporting procedures

Communicate effectively both orally and in writing

Read, interpret, apply and explain applicable laws, rules, regulations, policies and procedures

Make generalizations, evaluations or decisions without immediate supervision

Maintain records and prepare reports related to assigned activities

Creatively use resources to resolve operational challenges

Build rapport and maintain working relationships with stakeholders at all levels and others of diverse backgrounds, experience, and personalities

Prioritize responsibilities and meet established timelines and deadlines

Operate personal computer, related software, and other office equipment

**PREREQUISITES:**

Bachelor Degree or its equivalent required (2 years of similar and relevant work level experience = 1 year of college) in nutrition, institutional food service management, public health or a closely related field. A combination of experience and education may be used to meet the Bachelor Degree requirement; however, the work experience years used to qualify for the Bachelor Degree requirement cannot be used to meet the work requirement.

Four (4) years of supervisory/managerial experience in a large-scale public or private institution directly engaged in food preparation, distribution and service with multiple locations

Certified Chef by the American Culinary Association

Certification must be presented within the first 12 months of employment

Valid Servsafe Food Safety Certificate

Valid California Driver's License

**PRE-EMPLOYMENT PROCESS:**

Employment eligibility will include fingerprints, tuberculosis and/or other employment clearance

**WORKING CONDITIONS**

**ENVIRONMENT:**

Large scale commissary kitchen including cold prep rooms, walk-in coolers and freezers, and dry storage rooms, state of the art cook chill systems, and diverse school site cafeterias; driving a vehicle to conduct work; fast-paced work; constant interruptions

**PHYSICAL REQUIREMENTS:**

Consistent mental alertness; sitting or standing for extended periods of time; lifting, carrying, pushing, and pulling objects up to 50 pounds, occasionally 50+ pounds; bending and twisting at the waist, reaching overhead, above the shoulders and horizontally; dexterity of both hands and fingers while performing duties; seeing to read, write and use the computer; hearing and speaking to exchange information, in person or on the telephone, and make presentations.

**NON-DISCRIMINATION POLICY:**

The Oakland Unified School District does not discriminate in any program, activity, or in employment on the basis of actual or perceived race, religion, color, national origin, ancestry, age, marital status, pregnancy, physical or mental disability, medical condition, genetic information, veteran status, gender, sex, or sexual orientation.



SECTION 1: JOB DESCRIPTION CHECKLIST for MANAGEMENT ROLE

The Job Description (JD) Checklist ensures all pertinent steps have been completed at the District for every JD. Send this checklist or any questions to Martin E. Mitchell, martin.mitchell@ousd.org or 510.879.8841.

Classification Title: Chef/Production Manager; Final Working Job Title: Nutrition Services; Hiring Department/Sponsor: ED Nutrition Services and Warehouse; Hiring Manager's Name: Irene Reynolds; Hiring Manager's Title: ED Nutrition Services and Warehouse; Bargaining Unit: UAOS; Final Salary Range: ADCL 15; Final Date of Job Description: ; Proposed Board Meeting Date: ; Board Agenda Deadline: ; Today's Date: 02/24/2020; Draft: [checked]; Final: [ ]; Time Type: Full-time [checked], Part-time [ ], Temporary [ ], Student or Intern [ ]; Default Hours: /wk; Exempt: [checked]; Non-Exempt: [ ]; FLSA Exemption: Select from List; Classification: ; If classification supervises others, indicate which type(s) of employees are supervised: Certificated [ ], Classified [checked], Does not supervise others [ ]

Steps Completed

Table with 4 columns: Item, Description, Check if Completed, Indicate Date Completed. Contains 8 rows of job description completion steps.

Other Comments:

Last Updated 10.26.18



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OAKLAND UNIFIED  
SCHOOL DISTRICT

**Position Description**

<b>TITLE:</b>	<b>Supervisor, Central Kitchen Warehouse and Distribution</b>	<b>REPORTS TO:</b>	<b>Assigned Supervisor</b>
<b>DEPARTMENT:</b>	<b>Nutrition Services</b>	<b>CLASSIFICATION:</b>	<b>Classified Management</b>
<b>FLSA:</b>	<b>Exempt</b>	<b>WORK YEAR/HOURS</b>	<b>261 days/7.5 hours or duty days and hours as assigned</b>
<b>ISSUED:</b>	<b>Created: May 2020</b>	<b>SALARY GRADE:</b>	<b>ADCL 14</b>

**BASIC FUNCTION:** Under direction from the Coordinator of Nutrition Services, operate a warehousing and distribution system for all foods, beverages and related supplies and equipment utilized in the Child Nutrition programs; provide oversight and direction of district nutrition services warehousing and logistical support for the district’s food manufacturing facility, district cooking kitchens, satellite kitchens, cafeterias and contract meal sites.

**REPRESENTATIVE DUTIES:** (Incumbents may perform any combination of the essential functions shown below. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to reflect the principal job elements accurately.)

**Essential Functions**

Lead, coordinate, train and provide work direction and guidance to designated personnel; assign employee tasks and review completed work for accuracy, completeness and compliance with established procedures.

Oversee the warehousing, distribution and logistics systems by providing a well-ordered and efficient receiving, storage and distribution system of foods, beverages and related supplies and equipment utilized in the Child Nutrition programs; maintain a First in First out (FIFO) system for all perishable inventory items; analyze operations and recommend improvements for an efficient work environment.

Direct the operational flow of food, beverage and supply orders to and from the district food manufacturing facility, district cooking kitchens, satellite kitchens, cafeterias and contract meal sites, and the processing for distribution.

Administer periodic and perpetual inventories of all foods, beverages and related supplies and equipment utilized in the Child Nutrition programs; update inventory database to include results of the inventories.

Prepare documentation, records and other information relating to receiving, distribution, logistics and inventories.

Supervise, and evaluate the performance of assigned employees; participate in the interviewing and selection of applicants for food manufacturing facility warehouse positions.

Supervise and participate in receiving of foods, beverages and related supplies and equipment utilized in the Child Nutrition programs as well as the inspection of shipments for time and temperature controls, damage and conformity to Hazard Analysis Critical Control Point (HACCP) procedures.

Supervise proper repacking, marking and delivery of shipments to district cooking kitchens, satellite kitchens, cafeterias and contract meal sites; input transactions into computer software program.

Plan, schedule and assign routing and special deliveries of foods, beverages and related supplies and equipment utilized in the Child Nutrition programs.

Coordinate the investigation of stock shortages, deviations from specifications, damages to shipments, delivery of partial shipments and resolve discrepancies by following-up with vendors, freight companies and other district staff and submit appropriate reports.

Coordinate maintenance and repair of District Nutrition Services delivery vehicles and other equipment such as (but not limited to) forklifts, hydraulic pallet jacks and hand trucks; maintain files of vehicle inspections; investigate vehicle accidents and maintain related records.

Operate a variety of machines and equipment including, but not limited to delivery trucks with tailgate lifts, forklifts, hydraulic pallet jacks, computers, hand trucks and others.

Prepare and maintain records related to inventory, food service requisitions, food service receiving and other related information; submit reports and records of foods, beverages and related supplies and equipment as required; plan, supervise and participate in inventory of warehouse stock.

Prepare written instructions and forms related to proper storage, inventory and warehousing procedures; prepare oral and written reports related to warehousing and distribution activities.

Participate in the evaluation of the efficiency of existing equipment and make recommendations regarding the repair or replacement of equipment and the design and layout of warehouse facilities in order to maximize material handling efficiency and meet future technological warehouse needs.

Evaluate and make recommendations regarding the development, implementation, and enhancement of computerized inventory tracking systems and recommend technological modifications as needed.

Maintain a working knowledge of the latest developments in warehousing and distribution center techniques and related technology and advise supervisor of these trends.

Participate in the development and implementation of security control procedures for warehouse operations.

Ensure District compliance with mandated state and federal regulations.

Assist in the development of policies and administrative guidelines related to assigned areas of responsibility.

Train assigned staff in the proper operation of computer and inventory related software applications and manage safety training for food manufacturing facility warehouse personnel.

Perform related duties as assigned.

**QUALIFICATIONS:**

The District determines whether a candidate is qualified based on fulfillment of prerequisites, relevant work experience, ability to perform the essential functions, reference checks, effective interpersonal and communication skills demonstrated by interview performance and/or writing samples, and achievement on performance-based assessments (if applicable) that demonstrate the candidate possesses the requisite knowledge, skills and abilities. Meeting prerequisites only satisfies the initial screening process and does not indicate the candidate is qualified to perform the essential functions of the position.

**KNOWLEDGE OF:**

Modern warehousing and store keeping procedures including shipping and receiving materials, proper and orderly storage, First in First out (FIFO) principles for all perishable products, optimum space utilization and stock inventory procedures

Methods and procedures used in the inventory maintenance of perishable foods, groceries, packaging materials, chemicals, equipment, vehicles and services including applicable laws

Perpetual and periodic inventory procedures

Computerized and manual warehouse record-keeping methods

Computer systems, applications and programs related to warehousing, distribution and inventories

Principles and practices of training and supervision

Health and safety regulations as related to food handling; Hazard Analysis Critical Control Point program (HACCP)

Health and safety regulations as related to operation of heavy equipment and delivery vehicles including lift gate operation; working on loading/unloading docks

Health and safety regulations as related to proper lifting techniques and workplace safety in general

Methods and procedures used for record keeping

Methods and procedures used for scheduling maintenance

Methods and procedures used for training

Proper usage of the English language including written and verbal communication, grammar, spelling and punctuation; telephone etiquette; email etiquette

Interpersonal skills using tact, patience and courtesy; developing effective relationships with others

Applicable sections of State Education Code and other applicable laws, rules, procedures and practices pertaining to procurement, warehousing, inventory control, and materials distribution

Regulations and practices pertaining to safe and sanitary storage and handling and distribution of materials, including combustible and perishable items

Technical aspects of field of specialty

**ABILITY TO:**

Plan, organize, coordinate, and supervise the warehouse operations for the district food manufacturing facility

Use technology in the maintenance of an effective warehouse and distribution system in a food manufacturing facility

Establish and maintain effective store keeping procedures

Meet schedules and timelines

Analyze situations accurately and take appropriate action

Train, supervise, and evaluate personnel

Establish and maintain cooperative and effective working relationships with others

Communicate clearly; understand and interpret district and other rules, regulations, policies, procedures and laws

Understand and follow oral and written directions

Operate warehouse and office equipment; operate a computer terminal to enter data, maintain records, prepare and generate reports

Observe legal and defensive driving practices

Cross-train department personnel

**PREREQUISITES:**

Associate of Arts degree or its equivalency (2 years of similar and relevant work level experience = 1 year of college). A combination of experience and education may be used to meet the Associate Degree requirement; however, the work experience years used to qualify for the Associate Degree requirement cannot be used to meet the work requirement

Three years of relevant experience in warehousing, distribution and logistics preferably supplemented by courses in supervision, organization, management and/or communications. Considerable experience in the use of job related computer programs and technology in the operation and maintenance of a centralized warehouse and distribution facility

Bachelor's Degree preferred

Food Safety Certification

Forklift Certification

Valid California Driver's License, if applicable

**PRE-EMPLOYMENT PROCESS:**

Employment eligibility will include fingerprints, tuberculosis and/or other employment clearance

**WORKING CONDITIONS**

**ENVIRONMENT:**

Outdoor and warehouse environment including frequent work in walk in refrigerators, walk-in freezers, cold rooms and storage spaces; driving a District vehicle to conduct work; driving a vehicle during adverse weather conditions; working around machinery with moving parts and heavy equipment; working on ladders; exposure to fumes from vehicle and equipment operation.

**PHYSICAL REQUIREMENTS:**

Consistent mental alertness; sitting or standing for extended periods of time; lifting, carrying, pushing, and pulling objects up to 60 pounds, occasionally 60+ pounds; heavy physical labor; bending and twisting at the waist; stooping; climbing stairs and ladders reaching overhead, above the shoulders and horizontally; sitting or standing for extended periods of time; dexterity of both hands and fingers while performing duties; seeing to read, write and use the computer; hearing and speaking to exchange information, in person or on the telephone, and make presentations.

**NON-DISCRIMINATION POLICY:**

The Oakland Unified School District does not discriminate in any program, activity, or in employment on the basis of actual or perceived race, religion, color, national origin, ancestry, age, marital status, pregnancy, physical or mental disability, medical condition, genetic information, veteran status, gender, sex, or sexual orientation.





**SECTION 1: JOB DESCRIPTION CHECKLIST for MANAGEMENT ROLE**

The Job Description (JD) Checklist ensures all pertinent steps have been completed at the District for every JD. Send this checklist or any questions to Martin E. Mitchell, [martin.mitchell@ousd.org](mailto:martin.mitchell@ousd.org) or 510.879.8841.

		Today's Date	02/24/2020
Classification Title	Sup. Central Kitchen Warehouse and Distributio	Draft <input checked="" type="checkbox"/>	Final <input type="checkbox"/>
Final Working Job Title (if different)		Time Type	
Hiring Department/Sponsor	Nutrition Services	Full-time <input checked="" type="checkbox"/>	
Hiring Manager's Name	Irene Reynolds	Part-time <input type="checkbox"/>	
Hiring Manager's Title	ED Nutrition Services and Warehouse	Temporary <input type="checkbox"/>	
		Student or Intern <input type="checkbox"/>	
Bargaining Unit	UAOS	Default Hours	_____/wk
Final Salary Range	ADCL 14	Amounts	\$77,575.92 to \$99,008.22
Final Date of Job Description		Exempt <input checked="" type="checkbox"/>	Non-Exempt <input type="checkbox"/>
Proposed Board Meeting Date		FLSA Exemption	Select from List
Board Agenda Deadline		(Attach applicable Exemption Checklist)	
		Classification	_____ If classification supervises others, indicate which type(s) of employees are supervised:
		Certificated <input type="checkbox"/>	Classified <input checked="" type="checkbox"/>
		Does not supervise others	<input type="checkbox"/>

**Steps Completed**

Item	Description	Check if Completed	Indicate Date Completed
1.	Draft JD received from Hiring Manager		01/16/2020
2.	Justification for JD received from Hiring Manager – see Section 2		
3.	Meet and Confer session Union feedback: Approved <input type="checkbox"/> Not approved <input type="checkbox"/>		(Meet and Confer Date)
4.	Submitted final JD to Talent Business Manager		
5.	Board of Education decision Approved <input type="checkbox"/> Resolution ID _____ Not approved <input type="checkbox"/> No decision <input type="checkbox"/>		(Board Meeting Date)
6.	Funding source <u>130-5310-0-9000-2305-991-9910-9800-0502-99999</u> (Incl. Funding Source Name - Resource No. - Site No.)		
7.	Escape Job Class _____		
8.	Date that last step is completed: Classification Staff Initials _____ New <input type="checkbox"/> Revision <input type="checkbox"/> Reclassification <input type="checkbox"/> No change <input type="checkbox"/>		

Other Comments:

Last Updated 10.26.18



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By:	lf



# OAKLAND UNIFIED SCHOOL DISTRICT

## Position Description

<b>TITLE:</b>	<b>Specialist, Receiver/Inventory</b>	<b>REPORTS TO:</b>	<b>Central Kitchen Warehouse and Distribution Supervisor</b>
<b>DEPARTMENT:</b>	<b>Nutrition Services</b>	<b>CLASSIFICATION:</b>	<b>Classified</b>
<b>FLSA:</b>	<b>Non-Exempt</b>	<b>WORK YEAR/HOURS:</b>	<b>261 days / 7.5 hours or duty days and hours as assigned</b>
<b>ISSUED:</b>	<b>Created: May 2020</b>	<b>SALARY GRADE:</b>	<b>WARE 01</b>

**BASIC FUNCTION:** Under direction from the assigned supervisor perform manual and clerical duties for receiving, storage, and distribution of food and other related materials at the district’s food manufacturing facility consistent with the California Retail Food Code (CRFC), Hazard Analysis Critical Control Point (HACCP) procedures and current version of the U.S. Public Health Service “Food Code”; perform periodic and perpetual inventory; maintain a first in, first out (FIFO) system for all perishable items; dispose of identified items.

**REPRESENTATIVE DUTIES:** Incumbent may perform any combination of the essential functions shown below. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but are intended to accurately reflect the principal job elements.

**ESSENTIAL FUNCTIONS:**

- Follow established standard operating procedures (SOPs); Perform assigned duties consistent with food safety and sanitation standards and Hazard Analysis Critical Control Point (HACCP) procedures.
- Ensure compliance with all OUSD, U.S. Department of Agriculture, State of California Departments of Education and Health, Child Nutrition program, and Occupational Safety and Health Administration (OSHA) procedures, policies and standards.
- Operate a variety of machines and equipment including, but not limited to delivery trucks with tailgate lifts, forklifts, hydraulic pallet jacks, computers, hand trucks and others.
- Perform manual and clerical duties for receiving, storage and distribution of food and other related materials.
- Receive and inspect food and related materials upon delivery; reject and report items not consistent with food safety and sanitation standards or otherwise damaged products and deviations of shipments.
- Unload, verify, shelve and store incoming deliveries; maintain an organized and efficient order for stored items; maintain a first in, first out (FIFO) system for all perishable items.
- Load and distribute or pick up food and other related materials through authorized work flows and documentation; palletize products for distribution as needed; may drive a truck or other vehicle to pick up items or make occasional deliveries to district cooking kitchens, satellite kitchens, cafeterias and contract meal sites.
- Perform periodic and perpetual inventory procedures.
- Report expired, spoiled, damaged or obsolete products to appropriate supervisor; dispose of identified items.
- Report broken equipment and needed repairs to appropriate supervisor.

Move supplies and equipment as necessary.

Perform non-technical repairs; change light bulbs.

Unlock and lock facility gates and doors.

Assist in the orientation and training of new employees, including the operation of motorized and manual equipment, ordering procedures and record keeping.

Perform work within scope of authority and training, and in compliance with OUSD policies and quality standards.

Demonstrate courteous and cooperative behavior when interacting with students, clients, visitors, and OUSD staff; act in a manner that promotes a harmonious and effective workplace environment.

Maintain absolute confidentiality of work-related issues, records and OUSD information.

Perform other related duties as required.

### **QUALIFICATIONS:**

The District determines whether a candidate is qualified based on fulfillment of prerequisites, relevant work experience, ability to perform the essential functions, reference checks, effective interpersonal and communication skills demonstrated by interview performance and/or writing samples, and achievement on performance-based assessments (if applicable) that demonstrate the candidate possesses the requisite knowledge, skills and abilities. Meeting prerequisites only satisfies the initial screening process and does not indicate the candidate is qualified to perform the essential functions of the position.

### **KNOWLEDGE OF:**

Methods, procedures and techniques for receiving, storage and distribution including shipping and receiving, proper and orderly storage, First in First out (FIFO) principles for all perishable products, optimum space utilization and stock inventory procedures

Methods and procedures used in the inventory maintenance of perishable foods, groceries, packaging materials, chemicals, equipment, vehicles and services including applicable laws

Perpetual and periodic inventory procedures

Computerized and manual warehouse record-keeping methods

Computer systems, applications and programs related to warehousing, distribution and inventories

Safe and proper loading and unloading procedures

Federal, state and local codes and regulations governing food safety and sanitation standards

Safety and sanitation practices for food distribution and storage, and HACCP procedures

Personal sanitation and hygiene regulations

Safe working methods and procedures; proper lifting techniques; proper use of warehouse equipment

Principles of record keeping and records management

Principles and practices of effective customer service

Diversity, sensitivity and competence with regard to issues of race, learning or other ability, ethnicity, culture, religion, gender, socio-economic group, sexuality or other orientations or cultural markers

Correct English usage, grammar, spelling, vocabulary and punctuation

### **ABILITIES TO:**

Prioritize multiple tasks and demands and work with frequent interruptions

Follow verbal and written instructions and procedures

Establish and maintain effective working relationships with co-workers and clients

Promote and enforce safe work practices, and report unsafe work environments and practices

Communicate effectively verbally and in writing

Communicate, interact and work effectively and cooperatively with people of diverse ethnic and educational backgrounds

Work independently and/or with a team of other people

**PREREQUISITES:**

High School Diploma or GED equivalent required

One (1) year working in a large scale warehouse facility performing related tasks (preferably working with food)

Valid Serve Safe Food Safety Certificate

Valid California Driver's License

**PRE-EMPLOYMENT PROCESS:**

Employment eligibility will include fingerprints, tuberculosis and/or other employment clearance

**WORKING CONDITIONS**

**ENVIRONMENT:**

Outdoor and warehouse environment including frequent work in walk in refrigerators, walk-in freezers, cold rooms and storage spaces; driving a District vehicle to conduct work; driving a vehicle during adverse weather conditions; working around machinery with moving parts and heavy equipment; working on ladders; exposure to fumes from vehicle and equipment operation; fast-paced work; constant interruptions.

**PHYSICAL REQUIREMENTS:**

Consistent mental alertness; sitting or standing for extended periods of time; lifting, carrying, pushing, and pulling objects up to 50 pounds, occasionally 50+ pounds; bending and twisting at the waist, reaching overhead, above the shoulders and horizontally; dexterity of both hands and fingers while performing duties; seeing to read, write and use the computer; hearing and speaking to exchange information, in person or on the telephone.

**NON-DISCRIMINATION POLICY:**

The Oakland Unified School District does not discriminate in any program, activity, or in employment on the basis of actual or perceived race, religion, color, national origin, ancestry, age, marital status, pregnancy, physical or mental disability, medical condition, genetic information, veteran status, gender, sex, or sexual orientation.



**SECTION 1: JOB DESCRIPTION CHECKLIST for NON-MANAGEMENT ROLE**

The Job Description (JD) Checklist ensures all pertinent steps have been completed at the District for every JD. Send this checklist or any questions to Martin E. Mitchell, [martin.mitchell@ousd.org](mailto:martin.mitchell@ousd.org) or 510.879.8841.

		Today's Date	03/03/2020
Classification Title	Specialist, Receiver/Inventory	Draft <input checked="" type="checkbox"/>	Final <input type="checkbox"/>
Final Working Job Title (if different)		Time Type	
Hiring Department/Sponsor	Nutrition Services	Full-time <input checked="" type="checkbox"/>	
Hiring Manager's Name	Irene Reynolds	Part-time <input type="checkbox"/>	
Hiring Manager's Title	ED Nutrition Services and Warehouse	Temporary <input type="checkbox"/>	
		Student or Intern <input type="checkbox"/>	
Bargaining Unit	Warehouse	Default Hours	_____/wk
Final Salary Range	WAREHSE 01	Amounts	\$43,837.89 to \$45,913.23
Final Date of Job Description		Exempt <input type="checkbox"/>	Non-Exempt <input checked="" type="checkbox"/>
Proposed Board Meeting Date		FLSA Exemption	Select from List
Board Agenda Deadline		(Attach applicable Exemption Checklist)	
		Classification _____	
		If classification supervises others, indicate which type(s) of employees are supervised:	
		Certificated <input type="checkbox"/>	Classified <input checked="" type="checkbox"/>
		Does not supervise others <input checked="" type="checkbox"/>	

**Steps Completed**

Item	Description	Check If Completed	Indicate Date Completed
1.	Draft JD received from Hiring Manager		02/12/2020
2.	Justification for JD received from Hiring Manager – see Section 2		
3.	Meet and Confer session Union feedback: Approved <input type="checkbox"/> Not approved <input type="checkbox"/>		(Meet and Confer Date)
4.	Submitted final JD to Talent Business Manager		
5.	Board of Education decision Approved <input type="checkbox"/> Resolution ID _____ Not approved <input type="checkbox"/> No decision <input type="checkbox"/>		(Board Meeting Date)
6.	Funding source <u>130-5310-0-9000-2205-991-9800-0502-99999</u> (Incl. Funding Source Name - Resource No. - Site No.)		
7.	Escape Job Class _____		TBD
8.	Date that last step is completed: _____ Classification Staff Initials _____ New <input type="checkbox"/> Revision <input type="checkbox"/> Reclassification <input type="checkbox"/> No change <input type="checkbox"/>		TBD

Other Comments:

Last Updated 09.16.19



Legislative File	
File ID Number:	20-1316
Introduction Date:	06/10/2020
Enactment Number:	20-0852
Enactment Date:	6/10/2020
By:	lf



# OAKLAND UNIFIED SCHOOL DISTRICT

## Position Description

<b>TITLE:</b>	<b>Specialist, Food Logistics &amp; Distribution</b>	<b>REPORTS TO:</b>	<b>Assigned Supervisor</b>
<b>DEPARTMENT:</b>	<b>Nutrition Services</b>	<b>CLASSIFICATION:</b>	<b>Classified</b>
<b>FLSA:</b>	<b>Non-Exempt</b>	<b>WORK YEAR/HOURS:</b>	<b>261 days / 7.5 hours or duty days and hours as assigned</b>
<b>ISSUED:</b>	<b>Created: May 2020</b>	<b>SALARY GRADE:</b>	<b>WARE 02</b>

**BASIC FUNCTION:** Under general supervision, plans and organizes the distribution and transportation of all food and beverage product from the Central Kitchen to OUSD sites and / or other client and event locations; ensures compliance with proper food handling, storage and safety procedures; liaises with delivery drivers, production and warehouse staff to ensure order accuracy, timeliness, and efficient distribution and delivery.

**REPRESENTATIVE DUTIES:** Incumbent may perform any combination of the essential functions shown below. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but are intended to accurately reflect the principal job elements.

### ESSENTIAL FUNCTIONS:

Ensure compliance with proper food handling, storage and transport procedures, and cold chain process and documentation; follow all Standard Operating Procedures (SOPs) for food safety and sanitation, final product quality assurance, order assembly and picking, and Hazard Analysis Critical Control Point (HACCP) plans.

Provide support and training to food delivery drivers for order accuracy, proper storage, transport and delivery of all food and beverage product to sites.

Assemble prepared meals, all meal components, beverages, and snacks into specified staging areas for site routes and driver pick-up.

Liaise with Chef, Production Manager, Production Assistants, Drivers and Warehouse staff to coordinate and execute all outgoing orders.

Follow all workplace procedures, OSHA safety regulations, schedules, and exemplify all Nutrition Services standards of conduct.

Ensure all food preparation, storage and delivery areas are clean and organized; ensure all outgoing final products are labelled, dated, and staged for route pick-up.

Complete all reports and documentation for food chain management, order accuracy, and quality control / assurance.

Prioritize responsibilities and meet established timelines and deadlines, manage multiple projects simultaneously, work with frequent interruptions, work alone and/or with and around other people.

Operate a variety of kitchen equipment utilized in food processing, storage and transport facilities including hand trucks, speed racks, dollies, pallet jacks, and etc....



Demonstrate courteous and cooperative behavior when interacting with coworkers, OUSD staff, students, clients, and visitors alike; act in a manner that promotes a harmonious and effective workplace environment.

Maintain confidentiality of work-related issues, records and OUSD information.

Perform other related duties as required.

**QUALIFICATIONS:**

The District determines whether a candidate is qualified based on fulfillment of prerequisites, relevant work experience, ability to perform the essential functions, reference checks, effective interpersonal and communication skills demonstrated by interview performance and/or writing samples, and achievement on performance-based assessments (if applicable) that demonstrate the candidate possesses the requisite knowledge, skills and abilities. Meeting prerequisites only satisfies the initial screening process and does not indicate the candidate is qualified to perform the essential functions of the position.

**KNOWLEDGE OF:**

Planning, organization and operation of a high volume nutrition services program

Federal, state and local codes and regulations governing food handling, storage and transport, and public nutrition services

Food and beverage inventory and routing systems, techniques, and best practices for food chain quality control and assurance

Safety and sanitation practices for food preparation, distribution and storage, and HACCP procedures

Personal sanitation and hygiene regulations

Principles of record keeping and records management

Principles and practices of effective customer service

Environmentally responsible and resource-efficient food preparation

Diversity, sensitivity and competence with regard to issues of race, learning or other ability, ethnicity, culture, religion, gender, socio-economic group, sexuality or other orientations or cultural markers

Correct English usage, grammar, spelling, vocabulary and punctuation

Computer software, hardware, and related technology

**ABILITIES TO:**

Plan, organize and execute all daily activities around order fulfillment, quality control / assurance, and food chain management

Prepare documentation, records and other information relating to receiving, distribution, logistics and inventories.

Assess and prioritize multiple tasks and demands and work with frequent interruptions

Move, sort and stage all outbound product, read product tags, and follow established SOPs

Operate a variety of machines and equipment including, but not limited to, hydraulic pallet jacks, hand trucks, speed racks, dollies, food transport cabinets, and others.

Perform general math calculations, and inventory and records management tasks

Identify potential food safety hazards, and verify OUSD compliance with Local, State and Federal regulations

Follow verbal and written instructions and procedures

Establish and maintain effective working relationships with co-workers and clients

Promote and enforce safe work practices, and report unsafe work environments and practices

Communicate effectively verbally and in writing

Communicate, interact and work effectively and cooperatively with people of diverse ethnic and educational backgrounds

Work independently and/or with a team of other people

Operate personal computer, related software, and other office equipment

**PREREQUISITES:**

Associate of Arts degree or its equivalency (2 years of similar and relevant work level experience = 1 year of college). A combination of experience and education may be used to meet the Associate Degree requirement; however, the work experience years used to qualify for the Associate Degree requirement cannot be used to meet the work requirement

Four (4) years of demonstrated experience food preparation facilities with relevant experience in warehousing and logistics; OR an equivalent combination of education, training and experience.

Valid Servsafe Food Safety Certificate

Valid California Driver's License

**PRE-EMPLOYMENT PROCESS:**

Employment eligibility will include fingerprints, tuberculosis and/or other employment clearance

**WORKING CONDITIONS**

**ENVIRONMENT:**

Commercial Kitchen, food service production warehouse, refrigerated prep rooms, walk-in freezers, walk-in refrigerators, fast-paced work; constant interruptions.

**PHYSICAL REQUIREMENTS:**

Consistent mental alertness; standing for extended periods of time; moderate physical requirements, with risk of burns and cuts; frequent lifting, carrying, pushing and pulling up to 50 pound containers of food preparation materials and equipment; bending and twisting at the waist, reaching overhead, above the shoulders and horizontally; dexterity of both hands and fingers while performing duties; seeing to read, write and use the computer; hearing and speaking to exchange information, in person or on the telephone.

**NON-DISCRIMINATION POLICY:**

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**SECTION 1: JOB DESCRIPTION CHECKLIST for NON-MANAGEMENT ROLE**

The Job Description (JD) Checklist ensures all pertinent steps have been completed at the District for every JD. Send this checklist or any questions to Martin E. Mitchell, [martin.mitchell@ousd.org](mailto:martin.mitchell@ousd.org) or 510.879.8841.

Classification Title	Specialist, Food Logistics and Distribution	Today's Date	03/03/2020
Final Working Job Title (if different)	_____	Draft	<input checked="" type="checkbox"/>
Hiring Department/Sponsor	Nutrition Services	Final	<input type="checkbox"/>
Hiring Manager's Name	Irene Reynolds	Time Type	
Hiring Manager's Title	ED Nutrition Services and Warehouse	Full-time	<input checked="" type="checkbox"/>
		Part-time	<input type="checkbox"/>
		Temporary	<input type="checkbox"/>
		Student or Intern	<input type="checkbox"/>
Bargaining Unit	Warehouse	Default Hours	_____/wk
Final Salary Range	WAREHSE 02	Amounts	\$54,274.76 to \$55,237.24
Final Date of Job Description	_____	Exempt	<input type="checkbox"/>
Proposed Board Meeting Date	_____	Non-Exempt	<input checked="" type="checkbox"/>
Board Agenda Deadline	_____	FLSA Exemption	Select from List
		(Attach applicable Exemption Checklist)	
		Classification _____	
		If classification supervises others, indicate which type(s) of employees are supervised:	
		Certificated	<input type="checkbox"/>
		Classified	<input checked="" type="checkbox"/>
		Does not supervise others	<input checked="" type="checkbox"/>

**Steps Completed**

Item	Description	Check if Completed	Indicate Date Completed
1.	Draft JD received from Hiring Manager		02/12/2020
2.	Justification for JD received from Hiring Manager – see Section 2		_____
3.	Meet and Confer session Union feedback: Approved <input type="checkbox"/> Not approved <input type="checkbox"/>		(Meet and Confer Date)
4.	Submitted final JD to Talent Business Manager		_____
5.	Board of Education decision Approved <input type="checkbox"/> Resolution ID _____ Not approved <input type="checkbox"/> No decision <input type="checkbox"/>		(Board Meeting Date)
6.	Funding source 130-5310-0-9000-2205-991-9800-0502-99999 (Incl. Funding Source Name - Resource No. - Site No.)		_____
7.	Escape Job Class _____		TBD
8.	Date that last step is completed: Classification Staff Initials _____ New <input type="checkbox"/> Revision <input type="checkbox"/> Reclassification <input type="checkbox"/> No change <input type="checkbox"/>		TBD

Other Comments:

Last Updated 09.16.19



Legislative File	
File ID Number:	20-1316
Introduction Date:	06/10/2020
Enactment Number:	20-0852
Enactment Date:	6/10/2020
By:	lf



# OAKLAND UNIFIED SCHOOL DISTRICT

## Position Description

<b>TITLE:</b>	<b>Program Manager, Nutrition Services</b>	<b>REPORTS TO:</b>	<b>Executive Director, Nutrition Services</b>
<b>DEPARTMENT:</b>	<b>Nutrition Services</b>	<b>CLASSIFICATION:</b>	<b>Classified Management</b>
<b>FLSA:</b>	<b>Exempt</b>	<b>WORK YEAR/HOURS:</b>	<b>261 Days / 7.5 Hours or Duty Days and Hours As Assigned</b>
<b>ISSUED:</b>	<b>Created: May 2020</b>	<b>SALARY GRADE:</b>	<b>ADCL 15</b>

**BASIC FUNCTION:** Under general supervision, the Program Manager, Nutrition Services supervises staff and performs a variety of highly complex, specialized technical duties and support functions associated with the nutrition services operations of the Oakland Unified School District. The Program Manager, Nutrition Services ensures compliance with program rules, regulations, policies, procedures and applicable laws; provides direct supervision, support, training and maintenance of records for nutritional analysis, special meal accommodations, menu and menu production records, food and beverage sales and/or service requests at school sites, Hazard Analysis Critical Control Point program (HACCP) and Standard Operating Procedures (SOP), Department of Environmental Health food inspection reports and food permits, eligibility for meals, meal counting and claiming, civil rights, verification of eligibility, nutrition services website maintenance, California Child Nutrition Information & Payment System (CNIPS) professional development tracking for nutrition services staff; oversees, implements and reports on grant awards, supervises and delegates tasks to assigned personnel, coordinates assigned activities with other staff, vendors, outside agencies and the general public; participates in budget development, provides analysis and financial data, prepares narrative and statistical reports, provides assistance to the Executive Director of Nutrition Services.

**REPRESENTATIVE DUTIES:** Incumbent may perform any combination of the essential functions shown below. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but are intended to accurately reflect the principal job elements.

**ESSENTIAL FUNCTIONS:**

Assist in coordinating operational activities and supervising staff for the Nutrition Services department as they relate to compliance of meal programs.

Coordinate compliance activities with staff and other agencies.

Determine the nutritional content of meals to ensure they meet program requirements set by Federal, State and Local rules, regulations, policies, procedures and applicable laws.

Process and maintain records for all special meal accommodation requests; determine the nutritional content of the meal accommodations; communicate to appropriate individuals regarding the needed accommodations for identified students.

Process and maintain records of all menu and menu production records; review documents for compliance and accuracy; provide technical support services to staff.

Process and maintain records of all requests for food and beverage sales and/or service at school sites; determine the nutritional content of food and beverage items in the request; compare nutritional content of food and beverage items in the request with the Smart Snacks for Schools requirements; communicate to appropriate individuals regarding the status of the request.

Maintain and revise the Hazard Analysis Critical Control Point program (HACCP) and Standard Operating Procedures (SOP); maintain records for corrective actions; provide technical support services to staff.

Process and maintain records of all Department of Environmental Health food inspection reports and food permits; communicate with appropriate departments and/or individuals to ensure corrective actions are completed timely; maintain records for corrective actions; provide technical support services to staff.

Process, maintain and revise program compliance policies and procedures such as but not limited to meal counting and collection procedures, cash handling procedures, civil rights procedures, eligibility procedures, verification procedures, meal pattern requirement and nutritional content procedures, site monitoring procedures; maintain records for corrective actions; provide technical support services to staff.

Plan and write grants and account for grant expenditures and allowable use of grant funds; maintain records for grants; complete grant reporting requirements.

Generate menus for printing and website; ensure menus meet compliance standards; maintain website content for menus.

Prepare and process meal applications for determination of eligibility and verification of eligibility; notify selected households; verify the determination of eligibility; maintain records; provide technical support services to staff; complete the verification report utilizing the California Child Nutrition Information & Payment System (CNIPS).

Complete applications for meal programs utilizing the California Child Nutrition Information & Payment System (CNIPS).

Communicate with vendors, staff and the general public to exchange information, resolve discrepancies, correct errors and clarify issues related to program compliance; clarify program rules, regulations, policies, procedures and applicable laws; provide technical support services.

Maintain records and tracking for professional development of nutrition services staff.

Ensure compliance with program rules, regulations, policies, procedures and applicable laws.

Participate in budget development, analyze and review financial data, prepare narrative and statistical reports.

Develop and maintain files and records relating to program compliance activities; prepare reports as needed; enter and retrieve data using a computer; maintain product formulation statements for all foods and beverages utilized by the Nutrition Services department.

Train and supervise the performance of assigned personnel; recommend, coordinate and arrange for training of subordinates; interview, select and evaluate employees, and recommend transfers, reassignment, termination and disciplinary actions; review recommendations for employee transfer and promotion; counsel employees regarding performance and attendance problems.

Attend meetings and conduct and participate in a variety of professional development sessions.

Use personal vehicle for travel to sites as needed.

Provide cross training to department personnel.

Perform related duties as assigned.

### **QUALIFICATIONS:**

The District determines whether a candidate is qualified based on fulfillment of prerequisites, relevant work experience, ability to perform the essential functions, reference checks, effective interpersonal and communication skills demonstrated by interview performance and/or writing samples, and achievement on performance-based assessments (if applicable) that demonstrate the candidate possesses the requisite knowledge, skills and abilities. Meeting prerequisites only satisfies the initial screening process and does not indicate the candidate is qualified to perform the essential functions of the position.

**KNOWLEDGE OF:**

Principles and practices of supervision

Federal, State and Local rules, regulations, policies, procedures and applicable laws pertaining to child nutrition programs

State and County regulations as they apply to food service preparation and food safety; methods and practices of sanitary food handling and storage practices

Hazard Analysis Critical Control Point program (HACCP)

Principles of nutrition, nutritional values and dietary guidelines

Highly complex and specialized procedures, computer software systems and websites

Grant writing and reporting

Technical aspects of researching, analyzing data, verifying data, making determinations, maintaining records and providing technical support

Methods and procedures used for training

Proper usage of the English language including written and verbal communication, grammar, spelling and punctuation; telephone etiquette; email etiquette

Interpersonal skills using tact, patience and courtesy; developing effective relationships with others

District policies, applicable sections of the State Education Code, United States Department of Agriculture regulations specifically related to School Nutrition programs five areas of compliance (meal access & reimbursement, meal patterns and nutritional quality, resource management, general program compliance and other federal program reviews); other laws and regulations specifically related to child nutrition programs

**ABILITY TO:**

Provide leadership and direction to the Nutrition Services department

Perform a variety of complex, technical duties involving specialized knowledge and independent judgment

Interpret, apply and explain rules, regulations, policies and procedures

Analyze nutritional content of menus

Maintain records, compile and verify data, prepare accurate written reports, schedules and correspondence

Explain and apply policies, practices and terminology regarding compliance in child nutrition programs

Communicate clearly; understand and interpret district and other rules, regulations, policies, procedures and laws

Understand and follow oral and written directions

Operate a computer, related software and other office equipment; organize, coordinate and prioritize computer generated materials and activities

Work cooperatively with others; work independently or as part of a team

Complete work accurately; meet schedules and timelines; work with frequent interruptions; manage multiple projects simultaneously

Analyze situations accurately and take appropriate action

**PREREQUISITES**

Bachelor's Degree or its equivalency required (2 years of similar and relevant work level experience = 1 year of college). A combination of experience and education may be used to meet the Bachelor's Degree requirement; however, the work experience years used to qualify for the Bachelor's Degree requirement cannot be used to meet the work requirement

Four (4) years of relevant experience in project, activity and/or functional planning; working in an urban public school district assisting with child nutrition programs; working with many different departments, schools and

community partners in a diverse school district and organizations; with data entry and analysis; and working directly with school staff

Valid California Driver's License

Valid Servsafe Food Safety Certificate

**PRE-EMPLOYMENT PROCESS:**

Employment eligibility will include fingerprints, tuberculosis and/or other employment clearance

**WORKING CONDITIONS**

**ENVIRONMENT:**

Office and diverse school site environments; driving a vehicle to conduct work; fast-paced work; constant interruptions

**PHYSICAL REQUIREMENTS:**

Consistent mental alertness; sitting or standing for extended periods of time; lifting, carrying, pushing, and pulling objects up to 40 pounds, occasionally 40+ pounds; bending and twisting at the waist, reaching overhead, above the shoulders and horizontally; dexterity of both hands and fingers while performing duties; seeing to read, write and use the computer; hearing and speaking to exchange information, in person or on the telephone, and make presentations.

**NON-DISCRIMINATION POLICY:**

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**SECTION 1: JOB DESCRIPTION CHECKLIST for MANAGEMENT ROLE**

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Classification Title	Program Manager, Nutrition Services	Today's Date	02/24/2020
Final Working Job Title (if different)		Draft	<input checked="" type="checkbox"/>
Hiring Department/Sponsor	Nutrition Services	Final	<input type="checkbox"/>
Hiring Manager's Name	Irene Reynolds	Time Type	
Hiring Manager's Title	ED Nutrition Services and Warehouse	Full-time	<input checked="" type="checkbox"/>
		Part-time	<input type="checkbox"/>
		Temporary	<input type="checkbox"/>
		Student or Intern	<input type="checkbox"/>
Bargaining Unit	UAOS	Default Hours	_____/wk
Final Salary Range	ADCL 14	Amounts	\$77,575.92 to \$99,008.22
Final Date of Job Description		Exempt	<input checked="" type="checkbox"/>
Proposed Board Meeting Date		Non-Exempt	<input type="checkbox"/>
Board Agenda Deadline		FLSA Exemption	Select from List
		(Attach applicable Exemption Checklist)	
		Classification _____	
		If classification supervises others, indicate which type(s) of employees are supervised:	
		Certificated	<input type="checkbox"/>
		Classified	<input checked="" type="checkbox"/>
		Does not supervise others	<input type="checkbox"/>

**Steps Completed**

Item	Description	Check if Completed	Indicate Date Completed
1.	Draft JD received from Hiring Manager		11/04/2019
2.	Justification for JD received from Hiring Manager – see Section 2		
3.	Meet and Confer session Union feedback: Approved <input type="checkbox"/> Not approved <input type="checkbox"/>		(Meet and Confer Date)
4.	Submitted final JD to Talent Business Manager		
5.	Board of Education decision Approved <input type="checkbox"/> Resolution ID _____ Not approved <input type="checkbox"/> No decision <input type="checkbox"/>		(Board Meeting Date)
6.	Funding source 130-5310-0-9000-2305-991-9910-9800-0502-99999 (Incl. Funding Source Name - Resource No. - Site No.)		
7.	Escape Job Class _____		
8.	Date that last step is completed: Classification Staff Initials _____ New <input type="checkbox"/> Revision <input type="checkbox"/> Reclassification <input type="checkbox"/> No change <input type="checkbox"/>		

Other Comments:

Last Updated 10.26.18



Legislative File	
File ID Number:	20-1316
Introduction Date:	06/13/2020
Enactment Number:	20-0852
Enactment Date:	6/10/2020
By:	If



# OAKLAND UNIFIED SCHOOL DISTRICT

## Position Description

<b>TITLE:</b>	<b>Director of Instruction, PreK-12</b>	<b>REPORTS TO:</b>	<b>Executive Director, Academic and Instructional Innovation</b>
<b>DEPARTMENT:</b>	<b>Academic and Instructional Innovation (AII)</b>	<b>CLASSIFICATION:</b>	<b>Certificated Management Confidential</b>
<b>FLSA:</b>	<b>Exempt</b>	<b>WORK YEAR/HOURS:</b>	<b>227 days/7.5 hours (FT) or as assigned</b>
<b>ISSUED:</b>	<b>Created: June 2011 Revised: June 2014 Revised: June 2020</b>	<b>SALARY GRADE:</b>	<b>CFAD 22</b>

**BASIC FUNCTION:** Plan and direct the work of the department team to promote and support the District’s strategic plan to ensure all students are college and career ready. Duties may involve access to confidential information concerning employer-employee relations.

**REPRESENTATIVE DUTIES:** Incumbent may perform any combination of the essential functions shown below. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but are intended to accurately reflect the principal job elements.

**ESSENTIAL FUNCTIONS:**

Accelerate the implementation of the Common Core (ELA/Math), Next Generation Science Standards (NGSS), support professional learning and increase the quality of rigorous instruction aligned to producing students who are prepared for college, career and community.

Recruit, support, develop, and supervise unit managers and specialists.

Manage and evaluate the duties of assigned staff in accordance with collective bargaining agreements.

Build the capacity of unit members by developing professional development sessions that focus on the strategic plan and the department’s focus areas.

Coordinate the development, planning, and implementation of high quality professional development.

Create opportunities for teacher leaders and leaders District-wide to collaborate about District and department focus areas.

Assist site leaders in focusing on instruction and professional learning of school site staff, build capacity of instructional staff to deliver a data-driven instructional cycle, implement curriculum and pedagogy aligned to the Common Core and NGSS and dramatically increase student learning outcomes.

Advise departments and cross-departmental teams in supporting school improvement.

Develop and monitor budgets in accordance with federal, state, and District policies.

Develop and maintain partnerships with external organizations.

Develop, monitor, and review the operational systems and processes of the department.

Coordinate, monitor, and project manage initiatives that are assigned on a regular basis (i.e., library program, literacy initiatives, curriculum adoptions).

Communicate the Department's mission, programs, and support services to ensure messaging is presented in a strong, positive image to relevant stakeholders.

Provide leadership in developing programs, and organizational and budget plans with Department staff.

Create District-wide Professional Learning Calendar for all teachers.

Develop and monitor department's communication plan.

Develop and monitor the Instructional Materials/Williams accountability process.

Collaborate with all staff in the department to provide for aligned support for teachers and leaders.

Collaborate with site leadership and District administrators about coordinating and aligning teacher and leadership supports.

Design, create, implement, and manage the infrastructure aligned to priority areas for the department.

Identify, implement, support, and monitor high leverage strategies to retain the best and brightest talent.

Develop, maintain, and coordinate partnerships with organizations around teacher and leadership development.

Identify resources that contribute to the sustainability of a culturally competent organization.

Develop new methodologies to interrupt and address historic and institutional imbedded racist policies, practices, and beliefs.

Support the collaborative development of transparent and effective systems of communication among stakeholders.

Provide facilitation and planning support for department professional learning.

Develop courses of study for each leader that are aligned to themes of practice.

Create and implement evaluations for department's program goals and objectives.

Coordinate data and develop data reporting system about department's professional learning.

Create and monitor a Professional Learning On-line Registration System.

Provide in-depth leadership analysis through cycles of inquiry and development.

Facilitate and coach department personnel to lead and measure the change of practices, beliefs and policies.

Provide leadership to develop and sustain leadership teams across the system.

Support teacher leaders and leadership teams who embrace a mission of social justice and equity for all students to change the policies, practices, and structures in schools and the school system that perpetuate inequities.

Maintain professional growth in knowledge and skills necessary to implement the District's strategic plan and department focus areas.

Develop and update department's policies, procedures, and guidelines.

Support department staff by providing advice, counsel, and decision-making; mentor department staff as needed.

Travel to sites when needed.

Perform related duties as assigned.

### **QUALIFICATIONS:**

The District determines whether a candidate is qualified based on fulfillment of prerequisites, relevant work experience, ability to perform the essential functions, reference checks, effective interpersonal and communication skills demonstrated by interview performance and/or writing samples, and achievement on performance-based assessments (if applicable) that demonstrate the candidate possesses the requisite knowledge, skills and abilities. Meeting prerequisites only satisfies the initial screening process and does not indicate the candidate is qualified to perform the essential functions of the position.

### **KNOWLEDGE OF:**

Applicable federal, state, and District codes, regulations, policies and procedures governing work scope

Methods to interpret, apply, and explain rules, regulations, policies and procedures related to work scope

Cognitive Coaching Curriculum

Strategic direction of the District

Various District bargaining unit contracts related to employee evaluation

Planning, organization and coordination needed for assigned program

Effective strategies, theories, techniques, and methods of professional development

Diverse academic, socio-economic, cultural, ethnic, and disability backgrounds of District students

Interpersonal skills using tact, patience, and courtesy

Correct English usage, grammar, spelling, and punctuation

Implement plans and evaluate their outcomes

Principles and practices of effective leadership

Serve as trusted resource to District administrators and facilitate communication throughout the District

Budget preparation and management to ensure fiscal responsibility

Telephone techniques, systems and etiquette

Presentation, communication, and public speaking techniques

Knowledge of distance learning (students and adults) systems and platforms

Principles and practices of supervision and evaluation

Computer software, hardware, and related technology

**ABILITY TO:**

Interpret, communicate, implement, and maintain current knowledge of applicable laws, codes, policies, procedures, and District regulations governing work scope

Interpret District collective bargaining contract language

Establish and maintain effective working relationships with others of diverse backgrounds, experience, and personalities

Perform duties with awareness of all District requirements and policies

Communicate effectively in English orally and in writing

Model effective communication skills using tact, patience, and courtesy to understand and respond to the needs and expectations of team members and others

Analyze, interpret and communicate data

Motivate and support adults to transform their practices

Plan, organize, and complete work to meet established timelines and deadlines

Analyze situations accurately and adopt effective course of action

Manage multiple projects simultaneously

Implement plans and evaluate their outcomes

Prepare and deliver clear and concise presentations to a variety of audiences

Participate in District approved professional development to maintain current knowledge of evolving needs of students and the District related to work scope

Meet District standards of professional conduct as outlined in Board Policy

Supervise, coach, and evaluate assigned personnel

Operate personal computer, related software, and other office equipment

**PREREQUISITES:**

Any combination of education, training and/or experience equivalent to a Master's degree

Five years experience in administrative leadership

Valid California Administrative Services Credential

Experience in classroom teaching, evaluation, research, organizational structures and systems, change management, leadership development, and coaching

Must have experience as a school principal in an urban setting

Valid California Driver's License, if applicable

**PRE-EMPLOYMENT PROCESS:**

Employment eligibility will include fingerprints, tuberculosis and/or other employment clearance

**WORKING CONDITIONS**

**ENVIRONMENT:**

Office environment and diverse school site environments; driving a vehicle to conduct work; fast-paced work; constant interruptions

**PHYSICAL REQUIREMENTS:**

Consistent mental alertness; sitting or standing for extended periods of time; lifting, carrying, pushing, and pulling objects up to 30 pounds, occasionally 30+ pounds; bending and twisting at the waist, reaching overhead, above the shoulders and horizontally; dexterity of both hands and fingers while performing duties; seeing to read, write and use the computer; hearing and speaking to exchange information, in person or on the telephone, and make presentations.

**NON-DISCRIMINATION POLICY:**

The Oakland Unified School District does not discriminate in any program, activity, or in employment on the basis of actual or perceived race, religion, color, national origin, ancestry, age, marital status, pregnancy, physical or mental disability, medical condition, genetic information, veteran status, gender, sex, or sexual orientation.



## SECTION 1: JOB DESCRIPTION CHECKLIST for MANAGEMENT ROLE

The Job Description (JD) Checklist ensures all pertinent steps have been completed at the District for every JD. Send this checklist or any questions to Martin E. Mitchell, [martin.mitchell@ousd.org](mailto:martin.mitchell@ousd.org) or 510.879.8841.

	Today's Date _____	
Classification Title _____	Draft _____	Final _____
Final Working Job Title (if different) _____	Time Type _____	
Hiring Department/Sponsor _____	Full-time _____	
Hiring Manager's Name _____	Part-time _____	
Hiring Manager's Title _____	Temporary _____	
	Student or Intern _____	
Bargaining Unit _____	Default Hours _____/wk	
<b>Final Salary Range</b> _____	<b>Amounts</b> _____ to _____	
<b>Final Date of Job Description</b> _____	Exempt _____	Non-Exempt _____
<b>Proposed Board Meeting Date</b> _____	FLSA Exemption _____	
<b>Board Agenda Deadline</b> _____	(Attach applicable Exemption Checklist)	
	Classification _____	
	If classification supervises others, indicate which type(s) of employees are supervised:	
	Certificated _____	Classified _____
	Does not supervise others _____	

### Steps Completed

Item	Description	Check if Completed	Indicate Date Completed
1.	Draft JD received from Hiring Manager	_____	_____
2.	Justification for JD received from Hiring Manager – see Section 2	_____	_____
3.	Meet and Confer session Union feedback: Approved _____ Not approved _____	_____	(Meet and Confer Date)
4.	Submitted final JD to Talent Business Manager	_____	_____
5.	Board of Education decision Approved Resolution ID _____ Not approved _____ No decision _____	_____	(Board Meeting Date)
6.	Funding source _____ (Incl. Funding Source Name - Resource No. - Site No.)	_____	_____
7.	Escape Job Class _____	_____	_____
8.	Date that last step is completed: _____ Classification Staff Initials _____ New Revision Reclassification No change	_____	_____

**Other Comments:**

Last Updated 10.26.18

