

OAKLAND UNIFIED SCHOOL DISTRICT  
Office of the Superintendent of Schools

November 14, 2012

Legislative File	
File ID Number:	12-2822
Introduction Date:	11/14/12
Enactment Number:	12-2850
Enactment Date:	11-14-12
By:	<i>[Signature]</i>

TO: Board of Education

FROM: Anthony Smith, Ph.D., Superintendent *NSA for T.S.*  
Vernon Hal, Deputy Superintendent, Business and Operations  
Brigitte Marshall, Associate Superintendent, Human Resources Services & Support *BM*

SUBJECT: Reclassification of a Classified Management Position in the Nutrition Services Department

**ACTION REQUESTED**

Approval by the Board of Education of Resolution No. 1213-0006 – Elimination and Reclassification of a Classified Management Position – Nutrition Services Department.

**DISCUSSION**

A request was made of Human Resources to assess the classified management position of Director, Nutrition Services in the Nutrition Services Department. Through that assessment it was determined the essential functions of the position and the accountability and scope of the position were greater than initially evaluated. The position has been updated to better reflect the leadership and accountability necessary for the operations of the department.

Nutrition Services Department

**Reclassification**

**From:**

Position Title/FTE

Director, Nutrition Services (1.0 FTE)

Salary Schedule/Range

Salary Schedule: CFCA

Range 20: \$81,736 - \$104,305

12 months, 261 days, 7.5 hours

**To:**

Position Title/FTE

Executive Director,

Nutrition Services (1.0 FTE)

Salary Schedule/Range

Salary Schedule: CFCA

Range 25: \$104,317 - \$133,146

12 months, 261 days, 7.5 hours

A Meet and Confer has been conducted with the appropriate bargaining unit.

**BUDGET IMPACT**

Funding for this position is federal funds from the Child Nutrition School Program.

**RECOMMENDATION**

Approval by the Board of Education of Resolution No. 1213-0006 – Elimination and Reclassification of a Classified Management Position – Nutrition Services Department.

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**RESOLUTION  
OF THE  
BOARD OF EDUCATION  
OF THE  
OAKLAND UNIFIED SCHOOL DISTRICT  
Resolution No. 1213-0006**

- Elimination and Reclassification of a Classified Management Position  
in the Nutrition Services Department -  
**Reclassification**  
- Director, Nutrition Services - To  
- Executive Director, Nutrition Services -

**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 District is committed to a structure which focuses on promoting health and well-being and student achievement and to support sites fully; and

**WHEREAS**, this position aligns with the District's Strategic Plan for a Full Service Community School District to enhance servicing our students, schools and community, and

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Education hereby approves the Reclassification of the position of Director, Nutrition Services in the Nutrition Services Department to Executive Director, Nutrition Services in the Nutrition Services Department attached hereto and as listed below, and further approves and confirms said position's placement on the salary schedule listed below retro to be effective 12:01 a.m., July 1, 2012:

Nutrition Services Department

**Reclassification**

**From:**

Position Title/FTE

Director, Nutrition Services (1.0 FTE)

Salary Schedule/Range

Salary Schedule: CFCA

Range 20: \$81,736 - \$104,305

12 months, 261 days, 7.5 hours

**To:**

Position Title/FTE

Executive Director,

Nutrition Services (1.0 FTE)

Salary Schedule/Range

Salary Schedule: CFCA

Range 25: \$104,317 - \$133,146

12 months, 261 days, 7.5 hours

and,

**BE, IT FURTHER RESOLVED**, that the Board authorizes 1.0 FTE for the position of Executive Director, Nutrition Services in the Nutrition Services Department.

Passed by the following vote:

**AYES:** David Kakishiba, Gary Yee, Christopher Dobbins,  
Vice President Jumoke Hinton Hodge and President Jody London

**NOES:** None

**ABSTAINED:** None

**ABSENT:** Alice Spearman and Noel Gallo

I 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 November 14, 2012.



Edgar Rakestraw, Jr.  
Secretary, Board of Education  
Oakland Unified School District

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# OAKLAND UNIFIED SCHOOL DISTRICT

## Position Description

<b>TITLE:</b>	<b>Executive Director, Nutrition Services</b>	<b>REPORTS TO:</b>	<b>As Assigned</b>
<b>DEPARTMENT:</b>	<b>Nutrition Services</b>	<b>CLASSIFICATION:</b>	<b>Classified Management Confidential</b>
<b>FLSA:</b>	<b>Exempt</b>	<b>WORK YEAR/HOURS</b>	<b>261 days/7.5 hours</b>
<b>ISSUED:</b>	<b>Created: June 2008 Revised: Nov. 2012</b>	<b>SALARY GRADE:</b>	<b>CFCA 25</b>

**BASIC FUNCTION:** Plan, organize, control, and direct the District's Nutrition Services Program; supervise development of nutritional menus in accordance with State and Federal meal program requirements; and coordinate with school and other administrative personnel in procurement, budget, financial, building maintenance service. Align meal program with the Districts strategic goals and objectives. Maintain confidentiality of all personnel matters; some duties will involve access to confidential information concerning employer-employee relations.

**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 accurately reflect the principal job elements).

### ESSENTIAL FUNCTIONS:

Implement and supervise new programs to enhance and align the current meal program to the District's strategic goals and objectives. These include, but are not limited to, Produce Markets, Supper Programs, District Farms, Community Kitchens, Vending, Catering, etc....

Identify, develop and implement new business strategies in support of Nutritional Services (i.e., charter school catering).

Supervise development of nutritional menus in accordance with State and Federal meal program requirements; supervise planning of menus in accordance with established nutritional requirements; authorize new menu items.

Collaborate with Health Services and other District departments in providing guidance in the area of Health and Wellness.

Coordinate with school and other administrative personnel in procurement, budget, financial and building maintenance service.

Establish department policy and administer District Nutrition Services Programs in accordance with District policies and applicable laws and regulations.

Develop the Nutrition Services Department budget and maintain budget control; control food costs through menu planning and cost analysis.

Develop and implement funding proposals and other resource development strategies to support Nutritional Services programmatic goals and objectives; identify resources and apply for grants that contribute to the sustainability of Nutritional Services.

Develop and implement policies and procedures to ensure that cash handling practices are in accordance with general accepted accounting principles.

Direct the compilation and analysis of reimbursement claims, revenues, the development of staffing formulas, and the allocation of staff to Nutrition Services units.

Direct the implementation and maintenance of a Food Safety Certification Program for food service employees.

Assure that services, equipment, facilities, and procedures conform to State nutrition/food service guidelines, District policies, and other applicable regulations.

Direct the compilation, verification, and reporting data to meet Federal and state requirements related to subsidized nutrition programs.

Direct the development and preparation of food and equipment specifications, procurement requirements and the testing of new food services products, supplies, and equipment.

Meet with and address a variety of groups, including employees, school administrators, District officials and community organizations to disseminate information regarding the District's Nutrition Services Programs.

Work in collaboration with other District departments and community partners to engage the community in food justice issues at the local, state and federal levels.

Develop and maintain community partnerships, including coordination between partners and Nutritional Services.

Work with local farmers and suppliers to provide produce and other staples for Nutrition Services.

Analyze legislation related to nutrition services and coordinate the response to proposed legislation.

Develop and review personnel management policies and procedures in cooperation with the Human Resources Services Department.

Review and evaluate departmental activities; visit and inspect cafeteria sites; assure compliance with applicable laws rules and regulations; and review work schedules.

Supervise and review record keeping and reporting procedures, and prepare and supervise a variety of records and reports related to assigned activities.

Direct and participate in the planning of data processing applications and their implementation for Nutrition Services.

Supervise coordination and implementation and maintenance of computerized point of service system.

Collaborate with IT to identify and implement technology initiatives to improve services and operations.

Implement "Green" strategies to reduce food related and other waste.

Plan and implement personnel staffing and approve food services staffing recommendations.

Supervise and evaluate the performance of assigned staff; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions; plan, coordinate and arrange for appropriate training of staff.

Participate in negotiations for labor contracts.

Interpret departmental policies to school site personnel.

Coordinate special projects and programs as assigned.

Perform related duties as assigned.

**MINIMUM QUALIFICATIONS:**

**TRAINING, EDUCATION AND EXPERIENCE:** Any combination of education, training and/or experience equivalent to: a Bachelor's degree with a major in dietetics, nutrition, institutional food services, or a closely related field and seven years of experience in a large food service operation.

A Master's degree in education or public health is preferable.

**LICENSES AND OTHER REQUIREMENTS:**

Certification as Trainer and Food Safety Certification

Valid California Drivers License

Employment eligibility that may include fingerprints, TB and/or other employment clearance

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Principles, theories, practices, methods and techniques used in curriculum development and classroom instruction

Current principles in managing a large nutrition service program

Nutrition and food preparation

Procedures and equipment used in ordering and purchasing food in quantity

Procedures and equipment used in the preparation, cooking, and serving of food

Health and sanitation requirements

California State Laws related to food service operations

Meal program requirements

Budget preparation and control

**ABILITY TO:**

Interview, select, instruct, supervise, train, and evaluate performance of assigned personnel

Communicate effectively orally and in writing

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

Operate computer and other office equipment

Analyze situations accurately and adapt an effective course of action

Plan, organize, meet schedules, timelines, and work independently with little direction.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Office environment; driving a vehicle to conduct work; fast-paced work; constant interruptions; regular visits to related work locations

**PHYSICAL DEMANDS:**

Dexterity of hands and fingers to operate a computer keyboard, sitting or standing for extended periods of time, hearing and speaking to exchange information and make presentations, seeing to read and write reports and other documents; kneeling and bending at the waist; reaching overhead, above the shoulders and horizontally; and lifting moderately heavy objects of 25 lbs or less.

**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.