

OAKLAND UNIFIED SCHOOL DISTRICT
Office of the Superintendent of Schools

May 28, 2014

Legislative File	
File ID Number:	14-0853
Introduction Date:	05/28/14
Enactment Number:	140901
Enactment Date:	5/28/14
By:	

TO: Board of Education

FROM: Gary Yee, Ed.D., Acting Superintendent
Vernon Hal, Deputy Superintendent, Business and Operations 
Brigitte Marshall, Associate Superintendent, Human Resources Services and Support 

SUBJECT: Creation/Reclassification Positions- Nutrition Services/Custodial Services:

- Assistant Director - Nutrition Services
- Field Supervisor - Nutrition Services
- Registered Dietitian-Nutrition Education & Training - Nutrition Services
- Supervisor, Menu Planning & Training - Nutrition Services
- Manager, Sustainability - Nutrition Services & Custodial Services

ACTION REQUESTED

Approval by the Board of Education of Resolution No. 1314-1111—for the Reclassification/Creation of Positions: Assistant Director; Field Supervisor; Registered Dietitian-Nutrition Education & Training; Supervisor, Menu Planning & Training - Nutrition Services, and Manager, Sustainability - Nutrition Services & Custodial Services.

DISCUSSION

As part of its ongoing work to revise and update the job classifications needed to implement the strategic plan, Human Resources Services and Support is presenting two new job classifications needed by the Nutrition Services (one to later be shared with Custodial Services)—to meet the increased demand of proper menu planning and increased workloads. Three positions are being reclassified to reflect the current workloads and activities of these positions.

Nutrition Services

Reclassify

Position Title/FTE

Assistant Director, Nutrition
Services Operations (1.0 FTE)

Salary Schedule/Range

Salary Schedule: ADCL

Range 17: \$79,836.05- \$101,875.75

12 months, 261 days, 7.5 hours

Funding

Federal Reimbursement,
Resource 5310-991

Reclassify

Position Title/FTE

Field Supervisor, Nutrition Services (1.0 FTE)

Salary Schedule/Range

Salary Schedule: ADCL

Range 13: \$65,681.07- \$83,815.96

12 months, 261 days, 7.5 hours

Funding

Federal Reimbursement, Resource 5310-991

Reclassify

Position Title/FTE

Registered Dietitian-Nutrition Education & Training, Nutrition Services (1.0 FTE)

Salary Schedule/Range

Salary Schedule: ADCL

Range 12: \$ 62,552.21 - \$ 79,836.05

12 months, 261 days, 7.5 hours

Funding

Federal Reimbursement, Resource 5310-991

Create

Position Title/FTE

Supervisor, Menu Planning & Training, Nutrition Services (1.0 FTE)

Salary Schedule/Range

Salary Schedule: ADCL

Range 12: \$ 62,552.21 - \$ 79,836.05

12 months, 261 days, 7.5 hours

Funding

Federal Reimbursement, Resource 5310-991

Nutrition Services & Custodial Services

Create

Position Title/FTE

Manager, Sustainability, Nutrition Services & Custodial Services (1.0 FTE)

Salary Schedule/Range

Salary Schedule: ADCL

Range 15: \$ 72,401.87 - \$ 92,414.07

12 months, 261 days, 7.5 hours

Funding

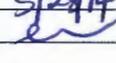
Federal Reimbursement, Resource 5310-991

BUDGET IMPACT

This position will be funded by Federal Reimbursement monies.

RECOMMENDATION

Approval by the Board of Education of Resolution No. 1314-1111—for the Reclassification/Creation of Positions: Assistant Director; Field Supervisor; Registered Dietitian-Nutrition Education & Training; Supervisor, Menu Planning & Training - Nutrition Services, and Manager, Sustainability - Nutrition Services & Custodial Services.

Legislative File	
File ID Number:	14-0853
Introduction Date:	05/28/14
Enactment Number:	14-09d
Enactment Date:	5/28/14
By:	

**RESOLUTION
OF THE
BOARD OF EDUCATION
OF THE
OAKLAND UNIFIED SCHOOL DISTRICT
Resolution No. 1314-1111**

- Nutrition Services and Nutrition/Custodial Services -

Reclassify/Create

- Assistant Director; Field Supervisor; Registered Dietitian-Nutrition Education & Training; Supervisor, Menu Planning & Training; Manager, Sustainability -

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 position aligns with the District's priority of a Full Service Community School District and to enhance servicing our students, schools and community, and

NOW, THEREFORE, BE IT RESOLVED that the Board of Education hereby creates the position of Supervisor, Menu Planning & Training – Nutrition Services and Manager, Sustainability – Nutrition and Custodial Services - and reclassifies Assistant Director, Field Supervisor, Registered Dietitian-Nutrition Education & Training Positions– Nutrition Services, attached hereto, and confirms said position's placement on the salary schedule/ranges, as stated herein, effective 12:01 a.m., May 29, 2014, as follows:

Nutrition Services

Reclassify

Position Title/FTE

Assistant Director, Nutrition
Services Operations (1.0 FTE)

Salary Schedule/Range

Salary Schedule: ADCL
Range 17: \$79,836.05- \$101,875.75
12 months, 261 days, 7.5 hours

Funding

Federal Reimbursement,
Resource 5310-991

Reclassify

Position Title/FTE

Field Supervisor, Nutrition
Services (1.0 FTE)

Salary Schedule/Range

Salary Schedule: ADCL
Range 13: \$65,681.07- \$83,815.96
12 months, 261 days, 7.5 hours

Funding

Federal Reimbursement,
Resource 5310-991

Reclassify

Position Title/FTE

Registered Dietitian-Nutrition Education & Training,
Nutrition Services (1.0 FTE)

Salary Schedule/Range

Salary Schedule: ADCL

Range 12: \$ 62,552.21 - \$ 79,836.05

12 months, 261 days, 7.5 hours

Funding

Federal Reimbursement,
Resource 5310-991

Create

Position Title/FTE

Supervisor, Menu Planning & Training,
Nutrition Services (1.0 FTE)

Salary Schedule/Range

Salary Schedule: ADCL

Range 12: \$ 62,552.21 - \$ 79,836.05

12 months, 261 days, 7.5 hours

Funding

Federal Reimbursement,
Resource 5310-991

Nutrition Services & Custodial Services

Create

Position Title/FTE

Manager, Sustainability,
Nutrition Services & Custodial Services (1.0 FTE)

Salary Schedule/Range

Salary Schedule: ADCL

Range 15: \$ 72,401.87 - \$ 92,414.07

12 months, 261 days, 7.5 hours

Funding

Federal Reimbursement,
Resource 5310-991

BUDGET IMPACT

This position will be funded by Federal Reimbursement monies.

RECOMMENDATION

Approval by the Board of Education of Resolution No. 1314-1111—for the Reclassification/Creation of Positions: Assistant Director; Field Supervisor; Registered Dietitian-Nutrition Education & Training; Supervisor, Menu Planning & Training - Nutrition Services, and Manager, Sustainability - Nutrition Services & Custodial Services

and,

BE IT FURTHER RESOLVED, that the Board authorizes 5.0 FTE for the positions as so stated above.

Passed by the following vote:

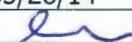
AYES: Jody London, Jumoke Hinton Hodge, Roseann Torres, Christopher Dobbins,
Vice President James Harris, President David Kakishiba

NOES: None

ABSTAINED: None

ABSENT: Anne Washington

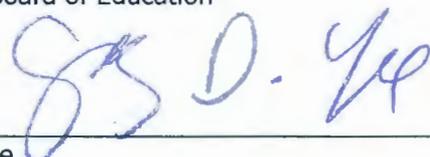
I hereby certify that the foregoing is a full, true and correct copy of a Resolution passed at a Regular Meeting of the Board of Education of the Oakland Unified School District held May 28, 2014.

Legislative File	
File ID Number:	14-0853
Introduction Date:	05/28/14
Enactment Number:	14-0901
Enactment Date:	05/28/14
By:	

OAKLAND UNIFIED SCHOOL DISTRICT



David Kakishiba
President, Board of Education



Dr. Gary Yee
Acting Superintendent and Secretary, Board of Education

Legislative File	
File ID Number:	14-0853
Introduction Date:	05/28/14
Enactment Number:	14-090
Enactment Date:	5/28/14
By:	<i>[Signature]</i>



OAKLAND UNIFIED SCHOOL DISTRICT

Position Description

TITLE:	Assistant Director, Nutrition Services Operations	REPORTS TO:	Executive Director
DEPARTMENT:	Nutrition Services	CLASSIFICATION:	Classified Management
FLSA	Exempt	WORK YEAR/HOURS	261 days / 7.5 hours
ISSUED:	Revised: June 27, 2007 Revised: May 2014	SALARY GRADE:	ADCL 17

BASIC FUNCTION: Under limited direction from the Executive Director, plan, organize and supervise the nutrition services operations of the District; supervise and evaluate assigned staff; assist in the planning and organization of the District's nutrition services programs.

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

Plan, organize and supervise the nutrition services operations of the District; review and evaluate departmental activities; visit and inspect cafeteria sites; assure compliance with applicable laws, rules and regulations.

Assist in the planning and organization of the District's nutrition service programs; assist in the development of new nutrition services systems and programs; review participation and make program recommendations.

Monitor equipment repairs, purchasing and bids; coordinate equipment moves and installations; budget monies for expenditures; review invoices and approve for payment; communicate with outside vendors and maintenance personnel regarding equipment needs.

Submit requests to California Department of Education for approval of equipment per meal program regulation.

Monitor all purchase activities including bids, agreements, contracts, and Board items for all food and supplies.

Collaborate with Buildings & Grounds and Facilities regarding facility upgrades and construction as it relates to nutrition services operations .

Collaborate with Warehouse & Transportation on delivery truck maintenance.

Perform inventories of nutrition services supplies and equipment; deliver supplies and equipment as needed.

Work with Menu Planner to prepare worksheets and food listing data; control food costs through menu planning and cost analysis.

Participate in budget development for department; especially, on food and supply costs, equipment repairs, equipment replacement, etc....

Supervise and evaluate assigned staff; participate in the selection, evaluation and discipline of departmental employees; assist in organizing training programs and workshops for employees.

Act as District liason with Alameda County Public Health Department, Environmental Health for daily food safety compliance audits and construction projects.

Monitor and review record-keeping and reporting procedures; prepare a variety of records and reports related to assigned activities including equipment repair records, pest control records, warehouse nutrition service supplies, health inspection reports, bonus commodities, and others.

Operate a variety of office equipment including a computer; operate a variety of cafeteria equipment and machines as needed.

Attend meetings related to nutrition services operations and activities; conduct and participate in a variety of in-service trainings.

Participate in the nutrition services operation, production and preparation at various District sites as needed.

Assist the Executive Director in developing information bulletins.

Serve as the Executive Director of Nutrition Services in the absence of the Executive Director; represent the Executive Director, when absent, at meetings and on committees.

Attend professional development workshops, training sessions, and professional association meetings and conferences related to institutional sustainability to stay current with state-of-the-art methods and practices.

Perform related duties as assigned.

MINIMUM QUALIFICATIONS:

TRAINING, EDUCATION AND EXPERIENCE: A Bachelor's degree in nutrition, dietetics, institutional food service or a related field and four years of responsible experience in supervising quantity nutrition services operations with multiple locations.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license.

School Nutrition Association's School Nutrition Specialist Certificate

Valid Serve Safe Certificate

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

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Planning, organization and operation of a quantity nutrition services program

Principles and methods of quantity food service preparation, serving and storage

Principles and methods of school food service budgeting

Standard kitchen equipment, utensils and measurements

Methods of computing food quantities required by weekly or monthly menus

Sanitation, health and safety practices related to preparing food

Record-keeping and report preparation techniques

Principles and practices of administration, supervision and training

Correct English usage, grammar, spelling, punctuation and vocabulary

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

Cost analysis techniques

Inventory methods

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

Effective staff management and evaluation

Computer software, hardware, and related technology

ABILITY TO:

Plan, organize and supervise the operations of a quantity nutrition service program with multiple locations

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

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

Operate 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

Prioritize responsibilities and meet established timelines and deadlines

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

Manage multiple projects simultaneously

Work with frequent interruptions

Work alone, and with and around people

Operate personal computer, related software, and other office equipment

WORKING CONDITIONS:

ENVIRONMENT:

Nutrition service and office environment; heat from ovens and cold from refrigerators and freezers; driving a vehicle to conduct work.

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate kitchen utensils and equipment and a computer keyboard; seeing to read a variety of materials, prepare food and inspect assigned cafeterias; bending at the waist, kneeling or crouching to inspect assigned cafeterias; reaching overhead, above the shoulders and horizontally to reach equipment and supplies; sitting or standing for extended periods of time; lifting and carrying moderately heavy objects; hearing and speaking to exchange information.

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.

Legislative File	
File ID Number:	14-0853
Introduction Date:	05/28/14
Enactment Number:	14-0901
Enactment Date:	5/28/14
By:	<i>[Signature]</i>



OAKLAND UNIFIED SCHOOL DISTRICT

Position Description

TITLE:	Field Supervisor, Nutrition Services	REPORTS TO:	Executive Director
DEPARTMENT:	Nutrition Services	CLASSIFICATION:	Classified Management
FLSA:	Exempt	WORK YEAR/HOURS	261 days/7.5 hours
ISSUED:	Created: June 27, 2007 Revised: May 2014	SALARY GRADE:	ADCL 13

BASIC FUNCTION: Under the direction of supervisor, supervise the nutrition service operations of an assigned group of schools; analyze kitchen and food serving area operations; prepare a variety of records and reports related to assigned activities.

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

Visit, inspect and audit assigned District kitchens, cafeterias & Child Development Centers on a regular basis (once per quarter at minimum) to monitor food product, storage, and distribution methods, staff utilization, sanitation and safety practices, record keeping, internal cash controls, operations methodologies, etc...; perform Federal and State mandated monitoring as required; prepare reports related to the general condition of each cafeteria and any pertinent issues.

Consult with District staff and nutrition services managers concerning compliance with instructions issued, food quality, food preparation and production, sanitation and general conditions; make recommendations to Executive Director for each program for the purpose of providing nutritional meal choices.

Supervise and evaluate the work of nutrition services managers; assist managers in solving personnel issues and other concerns.

Analyze kitchen and nutrition services area operations recommending the implementation of improvements in service, equipment, food preparation, personnel assignments, and facilities; work with staff to eliminate safety hazards and improve conditions; review accident reports.

Analyze information on food sales and costs; work with District staff and administrators to implement functional changes in cafeterias with irregular operational costs.

Serve as a liaison between school administrators and the nutrition services department; explain food service programs to principals, parents, students and community groups.

Prepare a variety of records and reports related to assigned activities including mileage records, employee time sheets, maintenance requests, accident reports, employee evaluations, site reviews and others; utilize automated record keeping software and computers to monitor and maintain records and to generate reports.

Operate a variety of office equipment including a computer; operate a variety of cafeteria equipment and machines as needed.

Participate in the nutrition services operation, production and preparation at assigned cafeterias as needed.

Train and supervise the work of nutrition services personnel in assigned area(s), make modifications to assignments and set priorities.

Apply departmental standards of performance to each position supervised, advise assigned staff of performance standards, observe and document performance and prepare periodic and special evaluations of performance for supervisorial review and approval.

Analyze and compare food orders from school units with available historical data, identify questionable orders, and take appropriate action to reconcile potential discrepancies.

Consult with department/site managers and/or vendors, when appropriate, to resolve ordering, supply, distribution, and serving problems.

Report operations problems to assigned supervisor.

Attend meetings related to food service operations and activities; conduct and participate in a variety of in-service trainings.

Attend professional development workshops, training sessions, and professional association meetings and conferences related to nutrition services and institutional sustainability to stay current with state-of-the-art methods, practices, food quality issues and compliance regulations.

Perform related duties as assigned.

MINIMUM QUALIFICATIONS:

TRAINING, EDUCATION AND EXPERIENCE: A Bachelor's degree in nutrition, dietetics, institutional food service or a related field and three years of responsible experience in supervising quantity food service operations.

LICENSES AND OTHER REQUIREMENTS:

Valid California Driver's License, and an operable and reliable vehicle

Valid Food Safety Certificate

Valid School Nutrition Association's School Nutrition Specialist Certificate

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

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Operation of a quantity food preparation serving cafeteria

Principles and methods of quantity food service preparation, serving and storage

Standard kitchen equipment, utensils and measurements

Methods of computing food quantities required by weekly or monthly menus

Sanitation, health and safety practices related to preparing food

Record-keeping and report preparation techniques

Principles and practices of supervision and training

Correct English usage, grammar, spelling, punctuation and vocabulary

Laws, rules and regulations related to assigned activities

Operation of standard office equipment including a computer

Cost analysis techniques

Computer software, hardware, and related technology

ABILITY TO:

- Supervise the nutrition services operations at assigned District cafeterias
- Estimate and adjust food quantities and determine proper amounts for economical food service
- Operate standard cafeteria equipment and appliances
- Train, supervise and evaluate personnel
- Determine appropriate action within clearly defined guidelines
- Observe health and safety regulations
- 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
- Add, subtract, multiply and divide quickly and accurately
- Understand and follow oral and written instructions
- Work independently with little direction
- Communicate effectively both orally and in writing
- Establish and maintain cooperative and effective working relationships with others
- Meet schedules and time lines
- Operate standard office equipment including a computer

WORKING CONDITIONS:

ENVIRONMENT:

Nutrition services and office environment; heat from ovens and cold from refrigerators and freezers; riding a vehicle to conduct work.

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate kitchen utensils and equipment and a computer keyboard; seeing to read a variety of materials, prepare food and inspect assigned cafeterias; bending at the waist, kneeling or crouching to inspect assigned cafeterias; reaching overhead, above the shoulders and horizontally to reach equipment and supplies; sitting or standing for extended periods of time; lifting and carrying moderately heavy objects of 25 lbs or less; hearing and speaking to exchange information.

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.

Legislative File	
File ID Number:	14-0853
Introduction Date:	05/28/14
Enactment Number:	14-0901
Enactment Date:	5/28/14
By:	<i>e</i>



OAKLAND UNIFIED SCHOOL DISTRICT

Position Description

TITLE:	Registered Dietitian-Nutrition Education & Training	REPORTS TO:	Executive Director
DEPARTMENT:	Nutrition Services	CLASSIFICATION:	Classified Management
FLSA:	Exempt	WORK YEAR/HOURS	261 days/7.5 hours
ISSUED:	Created: March 2008 Revised: May 2014	SALARY GRADE:	ADCL 12

BASIC FUNCTION: Under general supervision of Executive Director of Nutrition Services, coordinate and facilitate nutrition programming among school sites, cafeterias and Nutrition Services employees; serve as key liaison to Alameda County Public Health Department (ACPHD) Nutrition Services to promote and enhance interventions and programs.

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 are intended to reflect the principal job elements accurately.)

E = Essential Functions

Under general supervision of Executive Director of Nutrition Services, coordinate and facilitate nutrition programming among school sites and Nutrition Services.

Serve as key liaison to Alameda County Public Health Department (ACPHD) Nutrition Services to promote and enhance interventions and programs.

Organize, develop and conduct training sessions for all levels of employees of the District Nutrition Services Department.

Develop and maintain District Harvest of the Month (HOM) including promotion of the District Nutrition Services meal program, promotion in cafeteria, inclusion in menu offerings, and classroom activities.

Develop and maintain District Fresh Fruit and Vegetable Program including promotion in cafeteria, classroom activities, and mandatory reports.

Develop, implement, and maintain meal program promotion activities.

Develop and implement a department training program for all levels of employees.

Serve as liaison to ACPHD Nutrition to enhance outreach and promotion of classroom nutrition education throughout schools.

Serve as liaison to ACPHD Nutrition to promote cafeteria/classroom & cafeteria/after school program connections.

Serve as liaison to principals and other site administrators as well as District leaders to promote goals and plans of the District Nutrition Services.

Provide technical assistance in promotion of healthy foods available in schools.

Promote acceptance of healthy food options via taste testing.

Attend the Coordinated School Health Council and Nutrition Advisory Council meetings.

Attend appropriate the District and ACPHD Nutrition Services staff and planning meetings.

Facilitate the implementation of the Nutrition component of the Wellness Policy.

Link HOM to garden education and other nutritional education efforts.

Meet with students, parents, teachers, principals, etc..., regarding meal program and promotion of healthy options.

Establish school based Nutrition Advisory Councils at interested sites and coordinate cafeteria specific parent volunteer programs.

Educate student leadership organizations and councils about nutrition and link student organizations to both the District Nutrition Services and the Coordinated School Health Council.

Study and remain current in nutrition education curricula, research, data and information, and incorporate new curricula into existing program as appropriate.

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 three years of related experience.

A Master's Degree in public health is preferred

LICENSES AND OTHER REQUIREMENTS:

Registered Dietitian Certification

Must have access to a reliable automobile for work

Valid California Driver's License

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

Valid School Nutrition Specialist Certification preferred

Spanish bilingual preferred

KNOWLEDGE AND ABILITIES

KNOWLEDGE OF:

Foods and nutrition

Food related computer applications

Menu management, food values and nutrition content of foods

Effective teaching strategies and training techniques

Report and lesson plan preparation

Effective supervisory skills

Applicable federal, state, and District codes, regulations, policies and procedures governing workscope

Planning, organization and coordination needed for assigned program

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

Correct English usage, grammar, spelling, and punctuation

Computer software, hardware, and related technology

Microsoft Office applications: Windows and EXCEL

ABILITY TO:

Develop and facilitate an employee training program

Communicate effectively both orally and in writing

Establish and maintain effective working relationships with staff, students, parents, vendors, and community organizations

Be sensitive and responsive to diverse cultural and ethnic groups

Read and follow instructions

Be flexible in a wide variety of circumstances

Meet deadlines and schedules

Set priorities

Adapt to changing service requirements

Supervise, direct and train others

Operate personal computer, related software, and other office equipment

WORKING CONDITIONS

ENVIRONMENT:

Office environment; driving vehicle to conduct work; fast-paced work, constant interruptions.

PHYSICAL DEMANDS:

Hearing and speaking to exchange information in person or on the telephone; seeing; reaching overhead, above the shoulders or horizontally, or bending at the waist to retrieve or store records or files; dexterity of hands and fingers to operate standard office equipment and nutrition/cooking demonstration equipment; lifting, carrying, pushing, and pulling light objects.

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.

Legislative File	
File ID Number:	14-0853
Introduction Date:	05/28/14
Enactment Number:	
Enactment Date:	
By:	



OAKLAND UNIFIED SCHOOL DISTRICT

Position Description

TITLE:	Supervisor, Menu Planning and Training	REPORTS TO:	Executive Director
DEPARTMENT:	Nutrition Services	CLASSIFICATION:	Classified Management
FLSA:	Exempt	WORK YEAR/HOURS	261 days / 7.5 days
ISSUED:	Created: June 27, 2007 Revised: May 2014	SALARY GRADE:	ADCL 12

BASIC FUNCTION: Under minimal supervision, plan and develop menus; determine nutrition content of meals; assure nutrition compliance with program requirements and policy; and plan, develop, organize and implement department training program that includes all levels of employees.

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

Plan and develop menus; determine nutrition content of meals; assure compliance with program requirements and policy.

Oversee menu planning and implementation of nutritional guidelines to meet Federal, State, and Local meal program requirements.

Coordinate product development, test current and new products, and implement all new products for the purpose of variety in food choices; track food quality acceptance and make menu changes as dictated by recipe acceptance and consumption rates.

Develop and implement recipes and conduct taste testing and ensure they are followed by each site to maintain nutritional guidelines.

Develop products for student and staff based on market research to comply with mandated health and meal program requirements.

Enhance food products presented to students and staff to encourage healthier eating habits and to meet meal program requirements.

Instruct and train nutrition service staff on all policies and procedures, menu options and production to ensure knowledge, safety and technique is appropriate with mandated health and Free/Reduced Meal Program requirements.

Plan, develop, organize and implement department training program that includes all levels of employees; conduct training for the Nutrition Services Department.

Develop and maintain District Hazard Analysis Critical Control Point (HACCP) program.

Operate computer and software program to maintain records and recipe analysis, production records, meal counts and to convey information.

Respond to student, staff and the public by providing information and/or direction regarding available food items, and meal and menu planning requirements.

Perform food cost accounting.

Supervise food operations at a site or sites as assigned.

Plan and implement Farm-to-School Program with Farm-to-School Supervisor.

Attend professional development workshops, training sessions, and professional association meetings and conferences related to institutional sustainability to stay current with state-of-the-art methods and practices.

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 two years experience.

Master's degree in education or public health preferred

LICENSES AND OTHER REQUIREMENTS:

Spanish bilingual preferred

Registered Dietician

Food Safety Certification as Trainer

Valid School Nutrition Specialist Certification preferred

Valid California Driver's License

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

KNOWLEDGE AND ABILITIES

KNOWLEDGE OF:

Food and nutrition

Food related computer applications

Food costing accounting

Pricing and budgeting

Menu management

Food values and nutrition content of foods

Effective teaching strategies and training techniques

Sound supervisory strategies

HACCP program requirements

Health and safety standards

Applicable federal, state, and District codes, regulations, policies and procedures governing workscope

Planning, organization and coordination needed for assigned program

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

Correct English usage, grammar, spelling, and punctuation

Computer software, hardware, and related technology

ABILITY TO:

Prepare reports and lesson plans

Plan menus acceptable to students

Gather, collate and/or classify data

Work with detailed information

Develop an employee training program

Communicate effectively both orally and in writing

Establish and maintain effective working relationships with staff, students, parents, vendors and community organizations

Be sensitive and responsive to diverse cultural and ethnic groups

Perform basic math, including calculations using fractions, percents and/or ratios

Read and follow instructions

Use related equipment

Be flexible in a wide variety of circumstances

Meet deadlines and schedules

Set priorities

Adapt to changing service requirements

Supervise, direct and train others

Operate personal computer, related software, and other office equipment

WORKING CONDITIONS

ENVIRONMENT:

Food service, office and diverse school site environments; heat from ovens and cold from refrigerators and freezers; considerable amount of walking and standing; driving a vehicle to conduct work; fast-paced work; constant interruptions

PHYSICAL REQUIREMENTS:

Dexterity of hands and fingers to operate kitchen utensils, equipment and while performing other duties; seeing to prepare food and clean assigned areas; 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; 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.

Legislative File	
File ID Number:	14-0853
Introduction Date:	05/28/14
Enactment Number:	14-0901
Enactment Date:	5/28/14
By:	<i>[Signature]</i>



OAKLAND UNIFIED SCHOOL DISTRICT

Position Description

TITLE:	Manager, Sustainability	REPORTS TO:	Assigned Supervisor
DEPARTMENT:	Nutrition Services & Custodial Services	CLASSIFICATION:	Classified Management
FLSA:	Exempt	WORK YEAR/HOURS	261 days/7.5 hours
ISSUED:	Created: May 2014	SALARY GRADE:	ADCL 15

BASIC FUNCTION: The Manager of Sustainability develops, supervises, and executes District-wide sustainability programs of all Nutrition and Custodial related programs to control and reduce food waste, and improve resource conservation. Develop and execute sustainability strategies to address Nutrition operational issues.

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

Act as the primary coordinator for sustainability goal setting, promoting the District's policy and programs relating to food and solid waste sustainability objectives

Develop and coordinate the reduction in solid waste through a comprehensive waste management program.

Investigate, demonstrate, evaluate and communicate sustainable agricultural and farm-to-school practices and evaluate their potential to enhance the District and community food systems and sustainable enterprises through research and education; conduct cost/benefit analysis of current and proposed solid waste collection systems.

Manage budget for assigned program to ensure fiscal responsibility and program compliance.

Analyze resource utilization and identify potential areas of improvement by implementing new improved solid waste collection and disposal systems; identify strategic partnerships and think creatively about innovative approaches to reduce waste in the food system throughout the supply chain (vendors, central kitchen, school-sites, etc...).

Manage and direct Nutrition Services and Custodial Services' sustainability program operations to ensure compliance with policies, standards, laws, and environmental or governmental regulations.

Coordinate on-going waste reduction efforts and collaborate with vendors, central kitchen and school sites to enhance waste reduction; develop and support composting and food waste reduction programs at school sites.

Communicate, perform outreach and provide regular technical assistance to the central kitchen, school sites and administrative departments to improve or expand sustainability efforts; develop and execute communications aimed at raising internal and external awareness of, and support for District sustainability programs and activities.

Develop, approve, and implement procedures and methodologies to enhance or evaluate the viability or success of sustainability programs; establish and maintain a recycling program reporting system to monitor and track initiatives and outreach activities.

Represent the District regarding sustainability matters before the Board of Education, legislative and regulatory boards, outside organizations, and the community.

Provide up-to-date information about District sustainability efforts to all bodies and organizations within the District and to the local community, as needed.

Research and disseminate best practices information relating to District sustainability projects/policies at other sites.

Participate with District stakeholder groups in development of a sustainability plan.

Write project proposals, grant applications, or other documents in pursuit of funding for food management and environmental initiatives.

Evaluate the cost effectiveness, environmental risk, technical feasibility, and integration capability of sustainability projects and initiatives.

Evaluate and recommend new sustainability technology.

Attend professional development workshops, training sessions, and professional association meetings and conferences related to institutional sustainability to stay current with state-of-the-art methods and practices.

Develop recycling educational programs such as an annual waste reduction competition and training for key stakeholders.

Track progress and communicate the success of the program through social media, websites and various newsletters.

Coordinate outreach to all District staff and locations.

Supervise and evaluate assigned staff.

Perform related duties as assigned.

MINIMUM QUALIFICATIONS

TRAINING, EDUCATION AND EXPERIENCE: A Bachelor's degree from an accredited college or university in food safety, agriculture, environmental science, or a closely related field and 5 years of experience developing and implementing sustainability programs, or developing and executing demand-side and supply-side conservation projects or programs with at least 2 years in a leadership role.

Experience in budget management

Successful candidates will have a passion for recycling and specifically have an interest in working with youth to teach concepts of conservation and recycling.

Strong understanding of the recycling and solid waste industry

LICENSES AND OTHER REQUIREMENTS:

Valid California Driver's License

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

KNOWLEDGE AND ABILITIES

KNOWLEDGE OF:

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

Food and solid waste sustainability

Funding and grant sources for sustainability initiatives

RFQ and RFP and contract development processes related to sustainability and related services

Solid waste systems

Principles of budgeting and cost benefit analysis

Computer systems and procedures design, analysis, and application

Sources of data on varieties of energy conservation projects

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

Statistics and research methodology

Sustainable design standards and theories

Planning, organization and coordination needed for assigned program

Composition of correspondence and reports using excellent English and correct grammar, punctuation and spelling

Effective staff management and evaluation

Computer software, hardware, and related technology

ABILITY TO:

Develop and execute sustainability programs and projects

Estimate costs associated with sustainability initiatives

Conduct meetings and make effective oral presentations

Communicate effectively both orally and in writing

Manage budgets within parameters established

Prepare and maintain accurate records

Track budget expenditures

Analyze and interpret technical materials accurately and effectively in written and oral communication

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

Build rapport and maintain working relationships with stakeholders at all levels

Prioritize responsibilities and meet established timelines and deadlines

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

Present ideas and recommendations clearly and convincingly

Supervise effectively

Creatively use resources to resolve operational challenges

Manage multiple projects simultaneously

Work with frequent interruptions

Work alone, and with and around people

Operate personal computer, related software, and other office equipment

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.