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File ID Number	21-3147
Introduction Date	01/12/2022
Enactment Number	22-0021
Enactment Date	1-12-2022 CJH



Board Cover Memorandum

To Board of Education

From Kyla Johnson-Trammell, Superintendent
Tara Gard, Chief of Talent

Meeting Date January 12, 2022

Subject **Revision of Job Description – Named Position - Talent/Human Resources Department**

Action Requested Adoption by the Board of Education of Resolution No. 2122-0119 – Revision of Job Description:

1. Coordinator, Menu Innovations.

Discussion The Talent Division recommends approval of this job description 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.

Revision:

Job Description/Position/Title/FTE
Coordinator, Menu Innovations
 (As Assigned) (1.0 FTE)

Salary Schedule/Range

Salary Schedule: ADCL 17
 Range: \$94,318.32 - \$120,356.03
 261 days/7.5 hours or duty days and hours as assigned

FISCAL IMPACT:

Funding source 13, Resource 5310, Site 991. This job description reflects the complex needs of the new Central Kitchen to have a position focused on scratch cooking recipe creation, menu design and field execution.

Recommendation Adoption by the Board of Education of Resolution No. 2122-0119 – Revision of Job Description:

1. Coordinator, Menu Innovations.

**RESOLUTION
OF THE
BOARD OF EDUCATION
OF THE
OAKLAND UNIFIED SCHOOL DISTRICT
Resolution No. 2122-0119**

- Revision of Job Description – Named Position - Talent/Human Resources Department -

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 is created or revised as set forth in the attachments and shall be established on the respective salary schedule/range effective 12:01 a.m., January 13, 2022, as follows:

Revision:

Job Description/Position/Title/FTE

Coordinator, Menu Innovations

(As Assigned) (1.0 FTE)

Salary Schedule/Range

Salary Schedule: ADCL 17

Range: \$94,318.32 - \$120,356.03

261 days/7.5 hours or duty days and hours as assigned

FISCAL IMPACT:

Funding source 13, Resource 5310, Site 991. This job description reflects the complex needs of the new Central Kitchen to have a position focused on scratch cooking recipe creation, menu design and field execution.

BE IT FURTHER RESOLVED, that the Board authorizes the revision of job description as so stated above.

Passed by the following vote:

PREFERENTIAL AYE: None

PREFERENTIAL NOE: None

PREFERENTIAL ABSTENTION: None

PREFERENTIAL RECUSE: None

AYES: Aimee Eng, VanCedric Williams, Clifford Thompson, Vice President Benjamin "Sam" Davis, President Gary Yee

NOES: None

ABSTAINED: Mike Hutchinson

RECUSE: None


ABSENT: Student Director Samantha Pal, Student Director Natalie Gallegos Chavez, Shanthi Gonzales

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 January 12, 2022.

OAKLAND UNIFIED SCHOOL DISTRICT

Legislative File	
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By:	



Gary Yee
President, Board of Education

1-13-2022



Kyla Johnson-Trammell
Superintendent and Secretary, Board of Education

1-13-2022

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By:	



OAKLAND UNIFIED
SCHOOL DISTRICT

Position Description

TITLE:	Coordinator, Menu Innovations	REPORTS TO:	Executive Director, Nutrition Services
DEPARTMENT:	Nutrition Services	CLASSIFICATION:	Classified Management
FLSA:	Exempt	WORK YEAR/HOURS:	261 days / 7.5 days or duty days and hours as assigned
ISSUED:	Created: June 27, 2007 Revised: May 2014 Revised: June 2016 Revised: January 2022	SALARY GRADE:	ADCL 17

BASIC FUNCTION: Under the direction of the Executive Director of Nutrition Services, the Menu Innovation Coordinator (MIC) will direct The Center in design, planning and implementation of the transition from unitized meals to modified bulk at all applicable school sites. The MIC will work to create systems and protocols for implementation of modified bulk at school sites. The MIC will plan and develop menus; determine nutrition content of meals; assure nutrition compliance with program requirements and policy.

The MIC is responsible for facilitating farm to school priorities which includes local food purchasing and scratch cooking. The MIC will work closely with the Procurement Department to write or review, as necessary, all food related Request for Proposals (RFP) and Bids for increasing local procurement opportunities to promote and support Farm to School (F2S) and Good Food Purchasing Policy (GFPP). Create local procurement protocols that align with GFPP and are easy to use for new and existing vendors to acquire procurement contacts. The MIC will collaborate with the Director of Programs at The Center to connect Nutrition Education with Nutrition Services to link F2S efforts within the two departments. Linking F2S with Nutrition Education will begin to address system wide changes to increase food access, meal participation, health, and education through F2S and the school meal program.

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

Create and manage the strategic short and long term goals and activities to transition from unitized meals to modified bulk.

Collaborate with the Director of Good Food Manufacturing and Production to create protocols for the cooking, assembly, packaging, preparation, heating, transport, distribution and serving of entrees, side

dishes, beverages, desserts, fruits, vegetables and other breakfast and lunch items; plan, organize and direct the set-up and stocking of food service areas at all school sites.

Collaborate with the Director of Good Food Manufacturing and Production to plan and manage menu development to build out a high-quality scratch cooking program.

Manage District menu planning and development of recipes; oversee the research, development and nutritional analysis of menus using menu planning software, serving guidelines and recipes; recommend cost controls and pricing of menu items; assure nutritional content and meal component standards comply with applicable regulations and nutrition guidelines.

Manage meal accommodations and policies for implementing special meals for the District.

Manage vendor relationships for food items, new or improved products; oversee taste tests and demonstrations of products to determine quality and compliance with specifications.

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

Work in partnership with the Field Supervision Team and Director Good Food Manufacturing to review and make recommendations for the standardization of supplies, equipment, food products, procedures and staffing patterns based on service models.

Oversee the development of Nutrition Services Good Food Purchasing Program and Farm-to-School procurement policies and procedures; develop Requests for Proposals (RFP) and Bids.

Monitor, evaluate, and manage best and consistent business practices with regard to purchasing, distribution and transportation of local groceries.

Develop and recommend changes to food service program policies and procedures.

Consult on kitchen layout and design, menus, sourcing and procurement, and systems needed in order to execute the dining experience.

Serve as a resource to District staff, parents, school nurses and others regarding nutrition.

Assist Senior Executive Director of Nutrition Services with budget development and preparation for the Department; review and evaluate budgetary and financial data; assist in controlling expenditures in compliance with established limitations

Attend and participate in a variety of meetings, conferences and trainings to maintain current knowledge of new or revised institutional food service methods and trends and evaluate them for potential application within Nutrition Services.

Train, supervise and evaluate the performance of assigned staff; interview and recommend selection of employees; recommend transfers, reassignment, termination and disciplinary actions, as needed.

Utilize personal and network computers for word processing, database management, and computer peripherals and systems applications: Microsoft Office Suite – Advanced Word, Excel, PowerPoint; use web-based applications like School Dude, Web Smart, etc....

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:

Food and nutrition

Food related computer applications

Food costing accounting

School food operations and budgeting

Menu management/Healthy Hunger Free Kids Act

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 work scope

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

Gmail, Google Drive and related applications

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

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

PREREQUISITES

Bachelor's Degree in dietetics, nutrition, institutional food services, or a closely related field.

Five (5) years experience in nutrition services or related field

Spanish bilingual preferred

Registered Dietitian, preferred

Food Safety Certification

Valid School Nutrition Specialist Certification preferred

Master's Degree in dietetics, nutrition, institutional food services or public health preferred

Valid California Driver's License

PRE-EMPLOYMENT PROCESS:

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

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.



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.

	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	
Final Salary Range _____	Amounts _____ to _____	
Final Date of Job Description _____	Exempt _____	Non-Exempt _____
Proposed Board Meeting Date _____	FLSA Exemption _____	
Board Agenda Deadline _____	(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

