



Berkeley Unified School District

**BERKELEY UNIFIED SCHOOL DISTRICT**  
**Human Resources Department**

**CLASSIFICATION AND  
POSITION DESCRIPTION**

TITLE:	<b>Director, Nutrition Services</b>	REPORTS TO:	<b>Assigned Supervisor</b>
DEPARTMENT/SCHOOL:	<b>Nutrition Services</b>	CLASSIFICATION:	<b>Classified Management</b>
FAIR LABOR STANDARDS ACT CLASSIFICATION:	<b>Exempt</b>	WORK YEAR: HOURS:	<b>12 months/Calendar 2000 8 hours per day or duty days/hours as assigned</b>
APPROVED: Commission Board	<b>11/17/14 and 11/18/14 01/28/15</b>	SALARY GRADE:	<b>Schedule: 52 Range: 84</b>

**BASIC FUNCTION:**

Plan, organize, control and direct the District child nutrition service operations and activities including the preparation, cooking, baking, serving, distribution and selling of food items to meet student needs; coordinate personnel, communications and record-keeping functions to meet food service needs and assure smooth and efficient Department activities; supervise and evaluate the performance of assigned personnel.

**REPRESENTATIVE DUTIES:****ESSENTIAL DUTIES:**

- Plan, organize, control and direct nutrition service operations and activities including the preparation, cooking, baking, serving, distribution and selling of food items to meet student needs; establish and maintain Department time lines and priorities; assure food service functions comply with safety and sanitation regulations and established laws, rules, policies and procedures
- Coordinate personnel, communications and record-keeping functions to meet food service needs and assure smooth and efficient Department activities; oversee the development and implementation of food service functions, activities, projects, menus, services, goals and objectives; assure proper and timely resolution of food service issues, conflicts and discrepancies
- Supervise and evaluate the performance of assigned staff; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions; provide or coordinate staff training
- Monitor and evaluate food service activities and functions for financial effectiveness and operational efficiency; develop innovative strategies to assure fresh, seasonal and sustainably grown foods; respond to staff input concerning Department needs; develop and implement policies, procedures and programs to enhance the financial effectiveness and operational efficiency of the Department
- Provide consultation to personnel, outside agencies and the public concerning food service operations, activities and related functions; respond to inquiries, resolve issues and conflicts and provide detailed and technical information concerning related laws, standards, requirements, practices, goals, objectives, rules, regulations, policies and procedures
- Direct and participate in the preparation and maintenance of a variety of narrative and statistical records, files and reports related to food service operations, menus, inventory, equipment, personnel, policies, budgets, financial activity and assigned duties; compute statistical information for various mandated reports; assure mandated reports are submitted to appropriate governmental agency

according to established time lines; prepare grants and donor solicitations as necessary

- Coordinate and direct food service inventory functions; estimate and order appropriate amounts of food service items, equipment and supplies; direct the receipt, storage and rotation of food items and supplies; organize and direct daily and periodic inventories; coordinate related purchasing activities with vendors and other outside agencies
- Plan, organize and direct food service cashiering and accounting functions; review and verify accuracy of receipts and transactions; prepare, receive and verify bank deposits; review subordinate records, reports, receipts and transport sheets for accuracy and completeness; identify and resolve discrepancies
- Coordinate and direct activities and personnel to assure food service facilities, equipment and utensils are maintained in a clean and sanitary condition; inspect and review food preparation and serving areas to assure appropriate health and safety standards are maintained
- Develop and implement daily menus according to established portion control and recipe guidelines and health and nutrition requirements; calculate and adjust recipes for new menu items as directed; develop and maintain new recipes to meet menu requirements; coordinate and direct catering functions for special school events as needed
- Provide technical information and assistance to the administrator regarding food service activities, needs and issues; assist in the formulation and development of policies, procedures and programs
- Communicate with students, staff and various outside agencies to exchange information, coordinate activities and programs and resolve issues or concerns
- Operate standard food service and office equipment; utilize a computer and assigned software; drive a vehicle to various sites to conduct work
- Direct and maintain the District's recycling and composting program
- Attend and conduct a variety of meetings as assigned; develop, implement and conduct departmental in-services as directed

**OTHER DUTIES:**

Perform related duties as assigned

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Planning, organization and direction of food service operations and activities including the preparation, cooking, baking, serving, distribution and selling of food items

Methods of adjusting and extending recipes and proper substitutions

Sanitation and safety practices related to preparing, handling and serving food

Principles, theories and practices of child nutrition, food values, food combinations, economical substitutions and menu planning

Inventory practices and procedures including storage and rotation of perishable food

Quality and portion control techniques

Applicable local, State and federal laws, codes, ordinances, regulations, policies and procedures

Technical aspects of field of specialty

Food service organization, operations, policies and objectives

Principles and practices of administration, supervision and training

Budget preparation and control  
Oral and written communication skills  
Interpersonal skills using tact, patience and courtesy  
Operation of a computer and assigned software  
Mathematic calculations

**ABILITY TO:**

Plan, organize, control and direct food service operations and activities  
Coordinate personnel, communications and record-keeping functions to meet food service needs and assure smooth and efficient Department activities  
Supervise and evaluate the performance of assigned personnel  
Assure proper and timely resolution of food service issues, conflicts and discrepancies  
Coordinate inventory functions and estimate and order appropriate amounts of food service items, equipment and supplies  
Provide consultation concerning food service operations and activities  
Develop and implement menus in compliance with portion guidelines and nutrition requirements  
Organize, direct and assure accuracy of food service cashiering and accounting functions  
Communicate effectively both orally and in writing  
Interpret, apply and explain rules, regulations, policies and procedures  
Establish and maintain cooperative and effective working relationships with others  
Operate a computer and assigned office equipment  
Analyze situations accurately and adopt an effective course of action  
Meet schedules and time lines  
Work independently with little direction  
Plan and organize work  
Prepare comprehensive narrative and statistical reports  
Direct the maintenance of a variety of reports, records and files related to assigned activities

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: graduation from high school supplemented by college-level course work in culinary arts, hospitality or related field and five years increasingly responsible experience cooking and baking from scratch, menu planning, food procurement or similar experience and at least three years in a supervisory role

**LICENSES AND OTHER REQUIREMENTS:**

Valid ServSafe Certification  
Valid California driver's license, use of personal vehicle, and proof of insurance

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Office environment  
Driving a vehicle to conduct work

**PHYSICAL DEMANDS:**

Hearing and speaking to exchange information  
Dexterity of hands and fingers to operate a computer keyboard  
Seeing to read a variety of materials