



BERKELEY UNIFIED SCHOOL DISTRICT
Human Resources Department

**CLASSIFICATION AND
 POSITION DESCRIPTION**

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

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

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

Budget preparation and control