



BERKELEY UNIFIED SCHOOL DISTRICT  
Human Resources Department

		REPORTS TO:	Director, Nutrition Services
DEPARTMENT/SCHOOL:	Nutrition Services	CLASSIFICATION:	Classified Management
FAR LABOR STANDARD: 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: 54 Range 73

BASIC FUNCTION:

Plan, organize and manage the District's food service activities including the daily production, distribution and service; assist the Director and manage the Department compliance with the California Department of Education and USDA laws, rules and regulations related to food service; develop, plan and create menus and recipes; oversee procurement protocols, and recycling and compost management; supervise and evaluate the performance of assigned personnel.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

- x Plan, organize and manage the District food service activities including the daily production, distribution and service; plan menus and develop recipes; plan, organize and implement effective procurement, recycling and compost management programs for the Department
- x Coordinate and participate in food service inventory, cashier and sanitation functions; monitor and inspect activities to assure smooth and efficient kitchen operations, and quality, quantity, sanitation practices and safety conditions meet established standards and requirements
- x Coordinate inventory, personnel and quality and portion control functions to assure smooth and efficient activities and compliance with established California Department of Education and UBo(c)-2(at)

evaluate the performance of assigned personnel; interview and select employees and transfers, reassignment, termination and disciplinary actions; coordinate work and review work to assure compliance with established guidelines and procedures

personnel, resources, and information to assure smooth and efficient food service activities and compliance with established California Department of Education and USDA laws, rules and regulations related to food service and culinary standards; oversee the development and implementation of food



