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By:	



# OAKLAND UNIFIED SCHOOL DISTRICT

## Position Description

<b>TITLE:</b>	<b>Supervisor, Farm to School</b>	<b>REPORTS TO:</b>	<b>Assigned Supervisor</b>
<b>DEPARTMENT:</b>	<b>Nutrition Services</b>	<b>CLASSIFICATION:</b>	<b>Classified Management</b>
<b>FLSA:</b>	<b>Exempt</b>	<b>WORK YEAR/HOURS</b>	<b>261 days/7.5 hours (FT) or as assigned</b>

<b>ISSUED:</b>	<b>Created: August 2011</b>	<b>SALARY GRADE:</b>	<b>ADCL 12</b>
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**BASIC FUNCTION:** Under direction of assigned supervisor manage the administration and operations of school site produce markets, implement the program’s procurement policies and practices, and promote the District’s Farm to School 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.)

**E = Essential Functions**

**Produce Procurement and Distribution**

Communicate with the District’s produce distribution operator and area farmers to supply and maintain a quality inventory of local produce for the school meal program. **E**

Compile and place orders, and prepare weekly distribution sheets for the produce distribution operator. **E**

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

Ensure the District meets its local product procurement goals for the school meal program. **E**

**Central Accounting**

Manage budget for assigned program to ensure fiscal responsibility and program compliance including reconciliation of site and central based expenses and income, process invoices, and track purchases. **E**

Prepare sales sheets and accounting packets for School Produce Markets (SPM). **E**

Evaluate and modify program’s accounting systems and tracking forms as needed. **E**

**Staff Training and Support**

Develop, maintain, and implement training curricula for SPM. **E**

Develop and implement professional development for department staff and other District personnel such as procedures to order, handle, and promote local produce. **E**

Provide technical assistance to school site market managers to ensure complete and accurate deposits and accounting forms as specified in program and department protocols. **E**

Coordinate collaborative sessions to disseminate knowledge, develop skills, and to share best practices to improve SPM operations. **E**

Monitor SPM operations to ensure school site market managers and program liaisons fulfill job responsibilities and receive adequate support from central operations and school sites. **E**

Manage internship and volunteer programs. **E**

### **Marketing and Nutrition Education**

Develop, revise, and distribute monthly marketing materials such as posters, coupons, flyers, brochures, phone scripts, and farm fact sheets; ensure fulfillment of marketing and outreach requirements on SPM sites as required. **E**

Coordinate nutrition education services with program community partners such as Alameda County Nutrition Services and UC Cooperative Extension. **E**

Provide educational opportunities to District students, teachers, and community of the District's Farm to School Program. **E**

Maintain District's Nutrition Services website and newsletter with program information. **E**

Identify opportunities to promote the District's Farm to School Program through media, conferences, workshops, and presentations. **E**

### **Program Development, Evaluation, and Reporting**

Develop and implement program evaluation tools such as surveys, customer counts, and interview and group discussions; analyze data for program improvement. **E**

Conduct site visits and evaluations of District SPM. **E**

Write grant proposals and conduct fundraising activities for assigned program as needed. **E**

Coordinate, complete, and submit a variety of reports as required ensuring District's compliance with program and District mandates. **E**

Collaborate with appropriate District and community-based groups to identify program enhancement and policy change opportunities for the District's Farm to School Program. **E**

Monitor progress of the District's Farm to School goals related to procurement, education, and professional development. **E**

Plan, lead, and/or attend a variety of meetings representing the department. **E**

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 and three years experience in food and nutrition services, food procurement/distribution, food policies or sustainable agriculture and experience as a program manager working in a public school district, community service or community development organization.

Experience with budget management.

Experience with fundraising and grant writing preferred.

Spanish bilingual (speak, read, write) preferred.

Experience training and supervising adults preferred.

Background in nutrition or nutrition education preferred.

### **LICENSES AND OTHER REQUIREMENTS:**

Valid Food Safety Certificate

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 workscope

Methods to interpret, apply and explain rules, regulations, policies and procedures related to workscope

Food security, food equity, and local food systems concerns

Basic nutrition principles and nutrition information

Food procurement systems

Fresh produce and fresh produce retail

Sanitation, health, and safety practices related to selling and preparing food

Principles of community-based and multicultural leadership development  
Fund development techniques such as grant writing, fundraising, and strategic partnerships  
Planning, organization and coordination needed for assigned program including program evaluation  
Principles and practices of effective leadership including supervision and evaluation  
Strategies, funding opportunities, and community contacts for assigned program  
Correct English usage, grammar, spelling, and punctuation  
Budget management to ensure fiscal responsibility including record-keeping, cost analysis, and systems  
Strategies and techniques for customer service  
Presentation, communication, and public speaking techniques  
Effective strategies, theories, techniques, and methods of professional development  
Computer software, hardware, and related technology

**ABILITY TO:**

Interpret, implement, and maintain current knowledge of applicable laws, codes, policies, procedures, and District regulations governing workscope  
Perform duties with awareness of all District requirements and policies  
Maintain current knowledge of trends in assigned area  
Communicate effectively in English orally and in writing  
Understand and follow oral and written directions  
Manage multiple projects simultaneously prioritizing responsibilities and completing work to meet internal and external customer established timelines and deadlines  
Plan, organize, and coordinate needs for assigned program  
Model effective communication skills using tact, patience, and courtesy to understand and respond to the needs and expectations of team members and customers  
Analyze situations accurately and adopt effective course of action  
Implement plans and evaluate their outcomes  
Work cooperatively and independently  
Work productively both in the office and in the field  
Prepare and maintain comprehensive, narrative, and statistical reports and records  
Network to obtain resources and funding  
Research and write grant proposals and implement other funds development strategies  
Monitor grants and program budget through financial tracking and accounting to ensure fiscal responsibility  
Meet District standards of professional conduct as outlined in Board Policy  
Demonstrate cultural competence with diverse groups across race, ethnicity, religion, gender, class, and sexuality  
Establish and maintain effective working relationships among students, parents, District staff, and the community of diverse occupational, educational and cultural backgrounds and language capacities  
Prepare, facilitate, and deliver clear and concise presentations to a variety of audiences  
Develop and evaluate training curricula  
Participate in District approved professional development to maintain current knowledge of evolving needs of students and the District related to workscope  
Supervise, coach, and evaluate assigned staff  
Operate personal computer, related software, and other office equipment  
Cross-train department personnel

**WORKING CONDITIONS**

**ENVIRONMENT:**

Office and off-site environments 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.