

**NST Teaching Kitchen Director (4169U), Nutritional
Sciences & Toxicology - 78838
University of California, Berkeley**

Direct Link: <https://www.AcademicKeys.com/r?job=258476>

Downloaded On: Jun. 19, 2025 9:51pm

Posted Jun. 19, 2025, set to expire Jul. 1, 2025

Job Title	NST Teaching Kitchen Director (4169U), Nutritional Sciences & Toxicology - 78838
Department	Nutritional Sciences & Toxicology
Institution	University of California, Berkeley Berkeley, California
Date Posted	Jun. 19, 2025
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Professional Staff
Academic Field(s)	Nutrition and Dietetics
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Job Description

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About Berkeley

At the University of California, Berkeley, we are dedicated to fostering a community where everyone feels welcome and can thrive. Our culture of openness, freedom and belonging make it a special place for students, faculty and staff.

As a world-leading institution, Berkeley is known for its academic and research excellence, public mission, diverse student body, and commitment to equity and social justice. Since our founding in 1868, we have driven innovation, creating global intellectual, economic and social value.

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We are looking for applicants who reflect California's diversity and want to be part of an inclusive, equity-focused community that views education as a matter of social justice. Please consider whether your values align with our [Guiding Values and Principles](#), [Principles of Community](#), and [Strategic Plan](#).

At UC Berkeley, we believe that learning is a fundamental part of working, and provide space for [supportive colleague communities via numerous employee resource groups](#) (staff organizations). Our goal is for everyone on the Berkeley campus to feel supported and equipped to realize their full potential. We actively support this by providing all of our full-time staff employees with at least 80 hours (10 days) of paid time per year to engage in professional development activities. Find out more about how you can [grow your career](#) at UC Berkeley.

Departmental Overview

The Department of Nutritional Sciences & Toxicology (NST) focuses on the metabolic biology of nutrients and toxicants in relation to human health and disease. Our research and curriculum span a breadth of topics, from the delivery of nutrients to mammalian cells and their molecular functions, through the influence of genetics on diet-associated human disease, to programs and policies that address human and environmental health and safety.

Position Summary

The Department of Nutritional Sciences at the University of California, Berkeley is recruiting a Teaching Kitchen Director. The Nutritional Sciences Teaching Kitchen is the center for campus and community educational programming, events, and food-based classes at the University of California, Berkeley. The Teaching Kitchen Director will advance the vision of the Nutritional Sciences Teaching Kitchen, seek sources for ongoing revenue to support kitchen activities, develop and teach culinary education programming, and oversee teaching kitchen activities and daily operations. As the primary point person for the teaching kitchen, the Teaching Kitchen Director has responsibility for the use and functioning of the teaching kitchen. The person in this position will report to the Department Chair. The successful candidate will have outstanding food, nutrition, and culinary experience, and business development and management experience.

Application Review Date

The First Review Date for this job is: 07/01/2025.

Responsibilities

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Vision and Programming:

- Develop a five-year strategic plan to maximize use and visibility within the community.
- Develop new outreach and revenue-generating partnerships and programming that expands the reach of the Teaching Kitchen, such as building alliances with community programs and partners, hospitals, and food companies.
- Lead fundraising efforts by identifying and cultivating potential donors, sponsors, and grant opportunities to support the Teaching Kitchen's mission and programs.
- Develop and apply for funding proposals and grants to secure resources for operational and programmatic growth.
- Coordinate community engagement opportunities that would utilize the Teaching Kitchen.
- Develop and analyze strategic goals by gathering data, identifying and evaluating trends and options, choosing a course of action, and evaluating outcomes.
- Develop and maintain a marketing plan to maximize internal and external users.
- Promote the kitchen, the Department of Nutritional Sciences, and the Rausser College of Natural Resources by taking photos, posting announcements and events on various channels and social media accounts.
- Participate in research opportunities and data collection, supporting University faculty research as necessary.
- Develop and maintain policies and procedures consistent with appropriate vision, mission, and goals.
- Actively participate in the Teaching Kitchen Collaborative.

Developing and implementing innovative nutrition-based culinary programs within the University and broader communities, in accordance with evidence-based strategies.

- Additionally, the role will support fundraising efforts to enhance program delivery and community outreach.
- Fundraising: Collaborate with development teams to design and execute fundraising campaigns to support educational programs and community initiatives, including donor outreach, grant writing, and organizing fundraising events.
- Education: Develop and implement nutrition-based culinary programs within the university and broader communities, applying evidence-based strategies.
- Curriculum Development: Develop curriculum using evidence-based nutrition interventions, ensuring relevance to both academic and community audiences.
- Continuing Education: Engage in ongoing professional development related to culinary and clinical nutrition, as well as foodservice management, to maintain current standards of practice.

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Operations, Compliance, Regulatory, and Fundraising:

- Oversee the day-to-day operations and maintain the schedule for the use of the kitchen.
- In collaboration with the Department Chair, manage the budget for the teaching kitchen, including tracking funds and resources obtained through donations, grants, and fundraising efforts.
- Lead fundraising initiatives to secure additional funding for kitchen operations, community programming, and educational events. This includes planning, coordinating, and executing fundraising campaigns and events, and cultivating relationships with donors, sponsors, and potential partners.
- Manage inventory; order food and related supplies for all food-based community programming, educational programming, and general food-inclusive events organized by the department.
- Ensure the food inventory, storage, purchase, and handling of foods are compliant with regulations.
- Ensure compliance with appropriate regulations: California Department of Public Health, California Retail Food Code, UC Berkeley Office of Environment, Health and Safety.
- Manage safety and sanitation protocols and compliance.
- Identify and conduct safety audits.
- Perform regular inspections of cleanliness, quantities, and labeling of food items and supplies to maintain safety and quality standards.
- Perform routine inspections for pest control, hood and vent cleaning, grease trap cleaning, refrigeration/freezers, dishwashers; identify maintenance issues and resolve them.
- Oversee and determine the cleaning schedule to ensure sanitation and food safety standards are met and compliant with regulations.
- Ensure that routine sanitation is completed after each class, cross-check that workspaces, kitchen areas, and garbage collection sites are clean, and equipment has been returned to its original storage sites.
- Maintain equipment resources for manufacturer-recommended cleaning schedules/materials and ensure that guidelines are followed to keep all equipment functional.
- Plan a schedule for inspections of food service equipment to maintain safe operating conditions.

Other Duties:

- Weekly contact with department faculty and staff to exchange information and provide updates on fundraising initiatives.
- Weekly contact with Facilities, Accounting, and Procurement to ensure the smooth operation of the teaching kitchen and to discuss budgetary matters related to fundraising activities.
- Regular contact with vendors, visiting groups, and anyone who reserves/books the teaching

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kitchen to exchange information, build relationships, and identify potential fundraising or partnership opportunities.

- Daily contact with students to exchange information, encourage participation in fundraising events, and raise awareness of department initiatives and donation opportunities.

Required Qualifications

- Academic background and experience in selected area of research.
- Thorough knowledge of administrative, budgetary, human resources and financial principles and practices.
- Strong oral and written communication skills.
- Strong ability to think creatively and independently on concepts requiring advanced analytical skills.
- Strong interpersonal skills and ability to work with variety of groups to achieve results.
- Strong ability to work collaboratively with internal and external peers and managers.
- Solid fundraising experience.
- Advanced degree in related area and/or equivalent experience/training.

Preferred Qualifications

- Experience in fundraising and educational program development, particularly in the areas of culinary nutrition, clinical nutrition, and foodservice management, is highly desirable.
- Doctorate degree in related area and/or equivalent experience/training.

Salary & Benefits

For information on the comprehensive benefits package offered by the University, please visit the University of California's [Compensation & Benefits](#) website.

Under California law, the University of California, Berkeley is required to provide a reasonable estimate of the compensation range for this role and should not offer a salary outside of the range posted in this job announcement. This range takes into account the wide range of factors that are considered in making compensation decisions including but not limited to experience, skills, knowledge, abilities, education, licensure and certifications, analysis of internal equity, and other business and organizational needs. It is not typical for an individual to be offered a salary at or near the top of the range for a position. Salary offers are determined based on final candidate qualifications and

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experience.

The budgeted annual salary range that the University reasonably expects to pay for this position is \$80,400.00 - \$112,900.00.

- This is a full-time (40 hrs a week), career position that is eligible for UC Benefits.
- This is an exempt monthly-paid position.

How to Apply

- To apply, please submit your resume and cover letter.

Other Information

- This is not a visa opportunity.

Conviction History Background

This is a designated position requiring fingerprinting and a background check due to the nature of the job responsibilities. Berkeley does hire people with conviction histories and reviews information received in the context of the job responsibilities. The University reserves the right to make employment contingent upon successful completion of the background check.

Mandated Reporter

This position has been identified as a Mandated Reporter required to report the observed or suspected abuse or neglect of children, dependent adults, or elders to designated law enforcement or social service agencies. We reserve the right to make employment contingent upon completion of signed statements acknowledging the responsibilities of a Mandated Reporter.

SB 791 and AB 810 Misconduct Disclosure Requirement: As a condition of employment, the final candidate who accepts a conditional offer of employment will be required to disclose if they have been subject to any final administrative or judicial decisions within the last seven years determining that they committed any misconduct; received notice of any allegations or are currently the subject of any administrative or disciplinary proceedings involving misconduct; have left a position after receiving notice of allegations or while under investigation in an administrative or disciplinary proceeding involving misconduct; or have filed an appeal of a finding of misconduct with a previous employer.

"Misconduct" means any violation of the policies or laws governing conduct at the applicant's previous

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place of employment, including, but not limited to, violations of policies or laws prohibiting sexual harassment, sexual assault, or other forms of harassment, discrimination, dishonesty, or unethical conduct, as defined by the employer. For reference, below are UC's policies addressing some forms of misconduct:

[UC Sexual Violence and Sexual Harassment Policy](#)

[UC Anti-Discrimination Policy](#)

[Abusive Conduct in the Workplace](#)

Equal Employment Opportunity

The University of California is an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, age, protected veteran status, or other protected status under state or federal law.

To apply, visit

https://careerspub.universityofcalifornia.edu/psc/ucb/EMPLOYEE/HRMS/c/HRS_HRAM_FL.HRS_CG_S

Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact

N/A

University of California, Berkeley

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