

TENTATIVE AGREEMENT
California School Employees Association and its Tracy Chapter 98
And
Tracy Unified School District

July 19, 2022

The California School Employees Association and its Tracy Chapter 98 (hereafter "CSEA") and the Tracy Unified School District (hereafter "District") do hereby agree to a tentative agreement to the following revised job description:

Tracy Unified School District Job Description

POSITION: Career Education Technician

DEPARTMENT/DIVISION: High School

POSITION SUMMARY: Under general direction of the site Principal, to assist in the operation of the Career Center; to provide a variety of office and technical assistance for career and college preparation programs; and to do related work as required.

ESSENTIAL FUNCTIONS:

1. As directed by the Principal or his/her designee, provides specialized office and technical support for the efficient operation of the Career Center.
2. Conducts effective communication with students, parents/guardians, staff, and the public in person, by phone, and via electronic communication; maintains records, reports, and operates standard office machines.
3. Composes correspondence from brief verbal instructions and upon own initiative.
4. Coordinates campus visits/presentations with college/university admissions representatives via in-person or virtual, military personnel, apprenticeship programs, and career related personnel; utilizing district scheduling software as required.
5. Arrange for UC and CSU application workshops via in-person or virtual for college eligible students.
6. Creates student invitations and passes for Career Center related activities and reports attendance accordingly.
7. Coordinates career based testing, including but not limited to Assists with ASVAB testing, and scheduling of score interpretation of scores sessions twice per year in fall and spring to include logistics and student attendance reporting. Maintain ASVAB associated testing score files and records.
8. Process work permit applications using the student information system to determine eligibility and maintains work permit files and records ensuring confidentiality of student social security numbers. Assists with audits as required.
9. Prepare scholarship listings/postings throughout the school year and distributes through electronic and hard copy methods as needed. Arrange for Assists in-schedules student scholarship interviews for community organizations as required requested by students.
10. Assist counseling staff with the coordination of scholarship winners' recognition night to include the preparation of logistics, agendas, collection of awards, invitations to community participants and senior population.
11. Assist counseling staff with testing programs, including but not limited to distribution of SAT and ACT fee waivers, provide literature and answer questions as needed regarding

- SAT and ACT college entrance exams and financial aid (FAFSA) information.
12. Contact point for community leadership program opportunities such as Boys and Girls State, Camp RYLA, HOBY, etc. Add to #14
 13. Responsible for Assists in composing and ordering diplomas and certificates of completion for graduating seniors.
 14. Maintain Career Center related literature including college and university information, job postings, work permit applications, community service opportunities, scholarships, and financial aid information. ***Serves as Contact point for community leadership program opportunities such as Boys and Girls State, Camp RYLA, HOBY, etc.***
 15. Provide current career exploration information to students.
 16. May provide clerical support for counseling and administrative staff.
 17. Maintain prompt attendance.
 18. Perform other related duties as assigned.

EDUCATION AND EXPERIENCE:

Ability to carry out oral and written directions, read, write, and speak at a level sufficient to fulfill the duties to be performed. High school diploma or equivalent required. Two years of increasingly responsible specialized office and technical experience, preferably to include at least one year of working in a public high school setting.

SKILLS AND QUALIFICATIONS:

1. Knowledge of functions and operations performed at a large public high school.
2. Knowledge of specialized office methods and practices including filing systems, telephone etiquette and techniques, business forms, letter and report writing.
3. Knowledge of business English, including vocabulary, correct grammatical usage and punctuation.
4. Ability to interpret ***High*** school ***district*** policies and regulations and apply them with good judgement in a ***variety*** of procedural matters.
5. Knowledge of intermediate level eComputer skills, including but not limited to a variety of software programs ***related to the efficient operation of the Career Center.***
6. Operate a variety of standard office equipment with speed and accuracy.
7. Ability to compile and maintain accurate and complete records and reports.
8. Ability to understand and carry out oral and written directions and procedures.
9. Ability to establish and maintain cooperative and effective relationships with students, parents, and administrative officials.
10. Must have strong organizational skills.
11. Ability to type at a speed of 50 words per minute from clear copy.
12. Ability to meet deadlines.

PHYSICAL REQUIREMENTS:

Employees in this position must have the ability to:

1. Sit for extended periods of time.
2. Enter data into a computer terminal and operate standard office equipment for extended periods of time.
3. See and read a computer screen and printed matter with or without visual aids.
4. Hear and understand speech at normal levels and on the telephone with or without hearing aids.
5. Speak so that others may understand at normal levels and on the telephone with or

without hearing aids.

6. Stand and/or walk on hard/or uneven surfaces for extended periods of time.
7. Bend, squat, stoop, and/or climb for extended periods of time.
8. Reach overhead, grasp, push/pull up to 25 pounds for short distances.
9. Lift and/or carry up to 25 pounds to waist height for short distances.

WORK ENVIRONMENT:

Employees in this position will be required to work indoors in a standard office environment and come in direct contact with school district staff, students, parents, and the public.


ADOPTED H.S. BOARD: 8/78

REVISED: TBD

SALARY: Classified Range 34 ~~35~~ 34

Agreed to this 19th day of July, 2022, in Tracy, California.



Tammy Jalique, Associate Superintendent
Of Human Resources

Michael Caulfield, President
CSEA Tracy Chapter #98

Debra Ladwig, Labor Relations Representative
CSEA

TENTATIVE AGREEMENT
California School Employees Association and its Tracy Chapter 98
And
Tracy Unified School District

July 19, 2022

The California School Employees Association and its Tracy Chapter 98 (hereafter "CSEA") and the Tracy Unified School District (hereafter "District") do hereby agree to a tentative agreement to the following revised job description:

TRACY UNIFIED SCHOOL DISTRICT JOB DESCRIPTION

POSITION TITLE: Warehouse Supervisor

DEPARTMENT/DIVISION: Business Services/Purchasing

POSITION SUMMARY:

Under the supervision of the Purchasing Agent, to be responsible for and in charge of the operations of the District warehouse, and to do related work as required. To safeguard the District's investment in equipment and material through efficient and effective warehousing practices.

ESSENTIAL FUNCTIONS:

1. Establishes store-keeping standards and procedures in consultation with the Purchasing Agent.
2. Plans and directs the inventory and stock control program for equipment and supplies.
3. Checks shipments received for conformity to purchase order specifications, noting and reporting shortages, damages or other discrepancies.
4. Routes and schedules deliveries and pick-ups of warehouse stock items within the District.
5. Plans layout of warehouse space and movement of stock.
6. Trains and directs the work of other subordinate warehouse personnel.
7. Takes physical inventory, as directed and maintains warehouse equipment and stock in clean, fire-safe and orderly condition.
8. **Tag all equipment/assets with TUSD identification as directed**
9. **Perform storm water testing as directed**
10. Prepares warehouse reports as necessary.
11. Monitors distribution orders and supply requisitions for unusual quantities and reports same to business office.
12. Maintains files to resolve discrepancies in deliveries and receipt of items.
13. Reports stock level of supplies to the Purchasing Agent to effect timely reordering and to identify slow-moving stocks.
14. Recommends warehouse modifications and labor requirements to the Purchasing Agent.
15. Maintains storage of dry and packaged foods and supervises delivery of same as necessary.
16. Handles all return of materials, including the maintenance of shipment log.
17. Processes all United Parcel Service shipments and receipts, together with pertinent records.
18. Processes claims for damaged items received.

19. Inventories, arranges, and Coordinates site pick-ups for and storage of E-waste materials for quarterly disposal. in an environmentally manner.

20. Performs other related duties as required.

EDUCATION AND EXPERIENCE:

The ability to carry out oral and written directions, read, write and speak at a level sufficient to fulfill the duties to be performed for the position described; knowledge of computer usage for inventory and control; **and combination equivalent to graduation from a two year community college and** three years of warehouse experience, including one year in a lead or supervisory capacity; operate a power fork lift; possess a valid California driver's license **and be bondable.**

SKILLS AND QUALIFICATIONS:

1. Knowledge of basic warehousing procedures.
2. Knowledge of safe work practices.
3. Ability to maintain accurate records and exercise control over stores issues.
4. Ability to plan and schedule workload.
5. Ability to perform general warehousing duties.
6. Ability to train and direct the work of others.
7. Ability to perform moderately heavy manual labor.
8. Ability to maintain cooperative working relationships with those contacted in the course of work.
9. Must pass required physical examination and testing.

PHYSICAL REQUIREMENTS:

Employees in this position must have the ability to:

1. Sit for extended periods of time.
2. Stand and/or walk on hard and/or uneven surfaces for extended periods of time.
3. Bend, squat, stoop and/or climb for extended periods of time.
4. Reach above shoulder level for extended periods of time.
5. Push/pull up to 50 lbs. for extended periods of time
6. Push/pull up to 100 lbs. for short periods of time.
7. Lift and carry up to 75 lbs. at waist height for short periods of time.
8. Speak so that others may understand at normal levels and on the telephone.
9. Hear and understand at normal levels and on the telephone with or without hearing aids.

WORK ENVIRONMENT:

Employees in this position will be required to work indoors and outdoors under various temperatures and weather conditions. Exposure to noise, dust, and fume levels will vary depending on equipment and projects. Must wear closed toe shoes and meet uniform requirements. As required, must wear protective devices such as hard hat, earplugs, dust mask, gloves, and safety glasses.

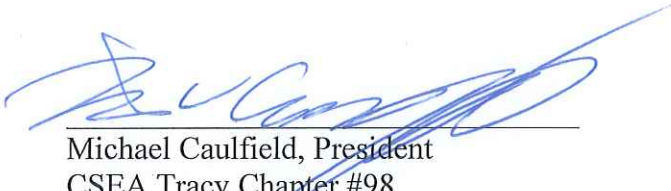
SALARY: Classified Range **40-44 48 44**

Adopted: HS Board 6/26/84
Elem Board 6/12/84
Revised: TUSD
TBD

Agreed to this 19th day of July, 2022, in Tracy, California.



Tammy Jalique, Associate Superintendent
Of Human Resources



Michael Caulfield, President
CSEA Tracy Chapter #98



Debra Ladwig, Labor Relations Representative
CSEA

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July 19, 2022

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TRACY UNIFIED SCHOOL DISTRICT JOB DESCRIPTION

POSITION TITLE: Special Education Para Educator I

DEPARTMENT/DIVISION: Special Education

POSITION SUMMARY:

Under the supervision **direction** of the special education classroom instructor, the Special Education Para Educator I serves as an assistant to teachers by aiding in the supervision and training of special education students.

ESSENTIAL FUNCTIONS:

1. Assists special education teachers in the conducting of lessons and a variety of classroom activities.
2. Tutors students and works with student groups in a supportive, nurturing, respectful and helpful manner under teacher direction.
3. Assists in maintaining order among students in the classroom to maintain an effective learning environment.
4. Appraises teacher of behavioral and learning problems experienced by the students.
5. Works with instructional materials such as workbooks, flash cards, and multiplication tables.
6. Prepares for, assists with, and cleans up after various classroom projects.
7. Assists teachers in the physical education programs, student store, and in supervision of students in the library or in other special activities.
8. Assists in the preparation of graphic and written teaching materials.
9. Grades papers, operates duplicating equipment, **collects data for analysis and utilization by other Special Education department members, (does not include data analyzation or creation of IEP/curriculum)**, and keeps records as directed by the teacher.
10. Attends to students' physical needs in the classroom, which may include lifting, assistance with hygiene or toileting.
11. Assists in maintaining inventory of books, teaching aids and other supplies.
12. Orders and distributes supplies as instructed.
13. May assist with programs, equipment, and materials to meet the needs of exceptional students.
14. Helps individual students with specific problems.
15. Maintains regular and prompt attendance in the workplace.
16. Performs other related duties as assigned.

EDUCATION AND EXPERIENCE:

Ability to carry out oral and written directions, read, write, and speak at a level sufficient to fulfill the duties to be performed. One year of experience in the care and supervision of children required. High school diploma or equivalent required. Must pass the District proficiency test.

SKILLS AND QUALIFICATIONS:

1. Knowledge of English usage, grammar, spelling, punctuation, and vocabulary
2. Knowledge of student's recreational activities
3. Additional qualifications will be required dependent upon program requirements (e.g., bilingual, sign language for the deaf or specialist in a prescribed educational program)
4. Ability to assist with supervising the learning activities in a school district setting
5. Ability to work independently on own initiative
6. Ability to operate standard office and instructional equipment.
7. Ability to maintain cooperative working relationships with those contacted in the course of work.

PHYSICAL REQUIREMENTS:

Employees in this position must have the ability to:

1. Stand and walk on hard and/or uneven surfaces for extended periods of time.
2. Bend, squat and/or stoop for brief periods of time.
3. Reach above shoulder level for brief periods of time.
4. Push/pull up to 75 lbs.
5. Lift and carry up to 75 lbs. at waist height for short distances.
6. Run short distances.

WORK ENVIRONMENT:

Employees in this position will be required to work indoors and outdoors in various weather during the course of the required work schedule. As required, must wear protective devices, i.e., back brace, provided by the District.

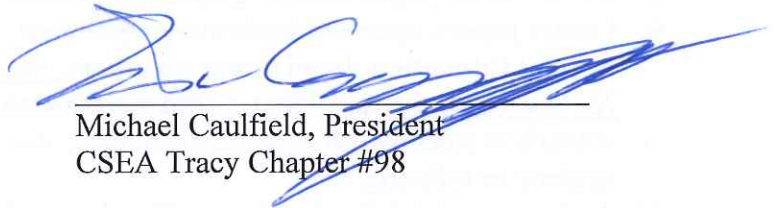
SALARY: Classified range **24 27**

Board Approved: TUSD 9/10/02

Agreed to this 19th day of July, 2022, in Tracy, California.



Tammy Jalique, Associate Superintendent
Of Human Resources



Michael Caulfield, President
CSEA Tracy Chapter #98



Debra Ladwig, Labor Relations Representative
CSEA

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TRACY UNIFIED SCHOOL DISTRICT JOB DESCRIPTION

POSITION TITLE: Para Educator for Therapeutic Behavior

DEPARTMENT/DIVISION: Special Education

POSITION SUMMARY: Under the general supervision of the special education administrator, curriculum/behavior specialist, and/or mental health coordinator provides assistance to students with behavior and social/emotional needs based on individual student's programs. The Para Educator for Therapeutic Behavior additionally provides District wide coaching and training as directed and developed by the Mental Health Coordinator and/or Behavior Intervention Specialist to other Para Educators in the Special Education Department. This is a ten month position which may require up to ten additional work days.

ESSENTIAL FUNCTIONS:

1. Regularly performs tasks requiring the application of unique skills with minimal teacher supervision.
2. May possess expertise or knowledge which permits exercise of personal initiative.
3. Assists teachers with the supervision and training of students at school campus environments and other unique environments such as the school bus.
4. Performs liaison duties for staff, parents, and students including enhancing mental health support services.
5. Prepares instructional materials as they relate to behavior or the provision of mental health therapy.
6. Assists individual students with mental health and / or behavioral needs.
7. Assists supervisors in the implementation of educational and social/emotional/behavioral programs.
8. Prepares graphic and written teaching and intervention materials.
9. Operates various technological devices including tablets, copy machines, computers, printers, assistive technology equipment and augmented communication devices or other technology.
10. Enters, analyzes, synthesizes, and creates graphic representations of data with specific programs.
11. **Analyzes data to identify behavioral concerns and to suggest appropriate intervention strategies.**
 112. Maintains records and designated files.
 113. Prepares a wide variety of materials including correspondence, memos, reports and notices which may require data entry and consultation with staff.
 114. Orders and distributes supplies.
 115. Provides support and instruction to classified Special Education staff regarding the behavioral or emotional needs of students including, but not limited to, data collection, coaching, modeling, direct instruction and behavior intervention strategies as developed and directed by the Mental Health Coordinator and/or the Behavior Specialist.

156. Intervenes and responds to students in behavioral crisis.
167. Attends required trainings to build skills related to students' social/emotional/behavioral needs.
178. Maintains regular and prompt attendance in the workplace.
189. Performs other related duties as assigned.

EDUCATION AND EXPERIENCE:

Ability to carry out oral and written directions, read, write, and speak at a level sufficient to fulfill the duties to be performed. High school diploma or equivalent required. Completion of the fourteenth grade with an A.A. degree from an accredited community college, equivalent certificate, or equivalent experience in an appropriate discipline desired; expertise in specific program requirements may serve in lieu of education requirement; two years experience in the care and supervision of children, preferably in a school environment. Must hold valid CPR and First Aid certifications, and pass the District proficiency test.

SKILLS AND QUALIFICATIONS:

1. Knowledge of English usage, grammar, spelling, punctuation, and vocabulary.
2. Knowledge of school schedules, routines, and procedures for general and special education programs.
3. Additional qualifications may be required dependent upon specific student needs and program requirements (e.g., bilingual, sign language for the deaf, or specialization in a prescribed educational program); training and experience in preventing, managing, and responding to students in crisis
4. Ability to assist with supervising the learning activities in a school district setting.
5. Ability to work independently on own initiative.
6. Ability to operate standard office and instructional equipment (those with clerical assignments may be required to type at a speed of 45 words per minute from clear copy).
7. Ability to maintain cooperative working relationships with those contacted in the course of work.
8. Knowledge of positive behavior support planning and implementation of effective strategies for addressing student behavior.
9. Knowledge and experience in working with students with autism-spectrum disorder and emotional disturbance.
10. Experience with data collection for behavioral and emotional issues.

PHYSICAL REQUIREMENTS:

Employees in this position must have the ability to:

1. Sit for extended periods of time.
2. Enter data/information into a computer terminal/typewriter, operate standard office equipment for extended periods of time, and use a telephone.
3. See and read a computer screen and printed matter with or without vision aids.
4. Hear and understand speech at normal levels and on the telephone with or without hearing aids.
5. Speak so that others may understand at normal levels and on the telephone.
6. Squat, stoop and/or bend over.
7. Reach overhead, grasp, push/pull up to 75 pounds for short distances.
8. Lift and/or carry up to 75 pounds at shoulder height for short distances.
9. Stand and/or walk on hard and/or uneven surfaces for extended periods of time.

WORK ENVIRONMENT:

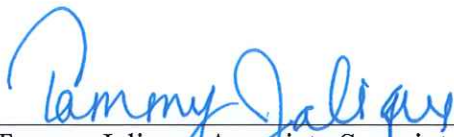
Employees in this position will be required to work indoors and outdoors in various weather conditions during the course of the daily work schedule. Employees in this position will be required to travel to District school sites and come in direct contact with district/school staff, students, parents and the public.

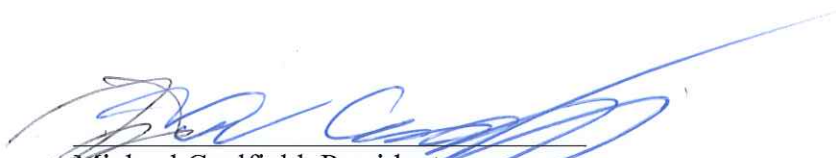
SALARY: Classified Range 31

Board Approved: 1/14/14

Revised: TBD

Agreed to this 19th day of July, 2022, in Tracy, California.



Tammy Jalique, Associate Superintendent
Of Human Resources

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July 19, 2022

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TRACY UNIFIED SCHOOL DISTRICT JOB DESCRIPTION

POSITION TITLE: Food Service Worker

DEPARTMENT/DIVISION: Food Services

POSITION SUMMARY: Under supervision of the Food Service Supervisor and/or the Director of Food Services, to assist in preparing, serving and transporting of foods to cafeterias, snack bar, central kitchens or schools; to clean and sanitize kitchen equipment and utensils.

ESSENTIAL FUNCTIONS:

1. Assists in the kitchen by preparing fruits, vegetables, sandwiches, entrees, breads, and other foods.
2. Sets up and serves hot food, cold food, beverages and other foodstuffs at serving lines in portions in accordance with the meal pattern requirements for the National School Lunch, Breakfast and snack programs.
3. Transports food to other campus locations and sites as needed, which may include use of personal vehicle at employee's discretion.
4. Assists in ordering, cleaning, and storing of cafeteria food and non-food supplies.
5. Washes pots, pans, and other equipment and maintains kitchen preparation areas in a clean and sanitary environment.
6. Cleans and sanitizes tables and chairs in cafeterias.
7. Operates and maintains food service equipment.
8. Collects money for foods dispensed and operates computers at point of sale areas of cafeterias.
9. Ensures all foods are served and stored in compliance with safety and sanitary regulations per local and state health codes.
10. Assists with organizing the tasks of student workers that provide services in the school cafeterias.
11. Performs other Food Service related duties as required.

EDUCATION AND EXPERIENCE:

The ability to carry out oral and written directions; write and speak at a level sufficient to fulfill the duties to be performed for the position described. No experience required, high-school diploma or equivalent preferred. Have, or be able to obtain a Food Service Sanitation Certificate within eighteen months of employment. Must pass District required pre-employment physical. Valid California driver's license required. Must be insurable.

SKILLS AND QUALIFICATIONS:

1. Knowledge of methods of preparing cold and hot food and other related food items.
2. Knowledge of sanitation principles applicable to serving and storing of food; operation and maintenance of food equipment.
3. Ability to follow directions.
4. Ability to learn to operate common food service equipment.
5. Ability to operate standard office equipment including basic computer skills.
6. Ability to learn to perform simple preparation, cooking and baking duties.
7. Ability to take food service course work.
8. Ability to develop and maintain cooperative working relationships with those contacted in the course of work.
9. Must pass required physical examination.

PHYSICAL REQUIREMENTS:

Employees in this position must have the ability to:

1. Sit for extended periods of time.
2. Stand and/or walk on hard and/or uneven surfaces for extended periods of time.
3. Reach overhead, grasp, push/pull up to 50 pounds for short distances.
4. Bend, squat, stoop and/or climb for extended periods of time.
5. Lift and/ or carry up to 50 pounds to waist height for short distances.
6. Enter data into a computer terminal and operate standard office equipment for extended periods of time.
7. See and read a computer screen and printed matter with or without vision aids.
8. Speak so that others may understand at normal levels and on the telephone with or without hearing aids.
9. Hear and understand at normal levels and on the telephone with or without hearing aids.

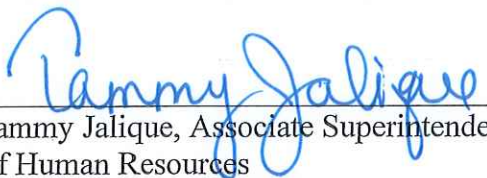
WORK ENVIRONMENT:

Food Service Workers will be required to work indoors in a standard office or kitchen environment and may come in direct contact with District staff, students, parents and the public. In addition, employees in this position may occasionally perform duties and responsibilities that occur outside school buildings and facilities in serving lines that may be indoor and/or outdoor at school related activities and events. Employees in this position will be exposed to moderate noise levels from food service equipment, cafeterias and/or exhaust fans. Must wear closed toe shoes, meet uniform requirements, and as required by a particular assignment wear protective and/or hygienic equipment or clothing as required.

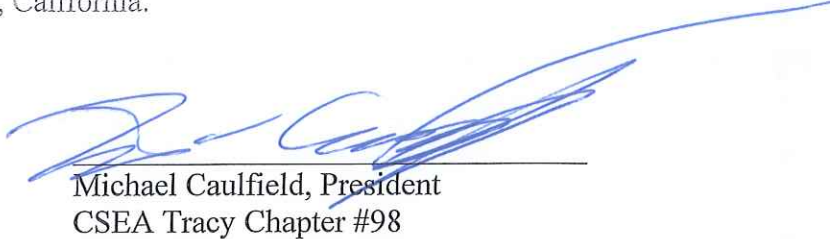
SALARY: Classified Range: ~~22~~ **25**

Adopted:	HS Board 8/78
Revised:	TUSD 8/18/98
	TUSD 12/14/99
Revised:	TUSD 9/22/09
Revised:	TUSD 12/13/16
Revised:	TBD

Agreed to this 19th day of July, 2022, in Tracy, California.



Tammy Jalique, Associate Superintendent
Of Human Resources



Michael Caulfield, President
CSEA Tracy Chapter #98



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TRACY UNIFIED SCHOOL DISTRICT JOB DESCRIPTION

POSITION TITLE: Food Service Worker II

DEPARTMENT: Food Services

POSITION SUMMARY: Under general supervision of the Director of Food Services or designee the Food Service Worker II assists with and monitors the preparation, serving and transporting of hot and cold foods to school sites and/or on-site cafeterias, snack bars, central kitchens or schools. In the absence of the Food Service Supervisor, the Food Service Worker II acts as designee to ensure the safe and effective operation of all kitchen areas. The Food Service Worker II supports kitchen staff to ensure that all kitchen areas are maintained in a clean and sanitary environment, and that all food service equipment and supplies are maintained, stored and cleaned in a sanitary manner. This is a ten month position.

ESSENTIAL FUNCTIONS:

1. Assists in the preparation of food and serving or packaging of food to food service customers.
2. Sets up and serves hot and cold food, beverages and other foodstuffs at serving lines in accordance with the meal pattern requirements for the National School meal and snack programs.
3. Coordinates kitchen work activity to ensure that all equipment and supplies are available to production staff to meet customer needs and meal program requirements.
4. **May assist in the training and direction of Food Service Worker employees**
5. Assists in ordering, cleaning, and storing of cafeteria food and non-food supplies.
6. Cleans pots, pans, and other equipment and maintains food preparation and kitchen work areas in a safe and sanitary environment.
7. Arranges for proper storage and use of all food and non-food supplies, and that all foods are served and stored in compliance with safe and sanitary regulations per local and state health codes.
8. Completes all documents required by State, Federal and Food Service guidelines including but not limited to meal production sheets, transportation records, inventories and other related records.
9. Operates and maintains food service equipment.
10. Cleans and sanitizes tables and chairs in the cafeterias.
11. Follows standardized recipes and adjusts amounts to meet daily meal participation requirements.
12. Attends Food Service Department meetings and training sessions as required.
13. Assists Food Service Supervisors to monitor serving kitchens and maintain standards required by the United States Department of Agriculture and the California Department of Education.
14. Assists with organizing the tasks of student workers that provide services in the school cafeterias.
15. Collects and counts all monies generated at points-of-sale at sites, and assists with deposits and daily summaries.

16. Transports food and supplies as needed, **which may include use of personal vehicle at employee's discretion.**

17. Maintains regular and prompt attendance in the workplace.

18. Performs other Food Service related duties as assigned.

EDUCATION AND EXPERIENCE:

The ability to carry out oral and written directions, read, write and speak at a level sufficient to fulfill the duties to be performed for the position described. High school diploma or equivalent required. One year of successful work experience in food service institutional meal preparation preferred. College credit in related course work preferred. Have, or be able to obtain a Food Service Sanitation Certificate within six months of employment. Must pass District pre-employment physical. Valid California driver's license required.

SKILLS AND QUALIFICATIONS:

1. Knowledge of principles and methods of quantity food preparation, proper food handling and storage techniques for hot and cold foods and related food items.
2. Knowledge of sanitation principles applicable to serving and storing of food.
3. Ability to operate and maintain food service equipment to health and safety standards.
4. Ability to coordinate the work of Food Service Worker staff to maintain a safe and effective kitchen.
5. Ability to estimate quantities of supplies needed to meet customer demands and keep the Food Service program functioning economically.
6. Ability to develop and maintain cooperative working relationships with those contacted in the course of work.
7. Ability to operate standard office equipment and perform basic computer skills needed at point-of-sale.
8. Ability to assist with Food Service Department record keeping.

PHYSICAL REQUIREMENTS:

Employees in this position must have the ability to:

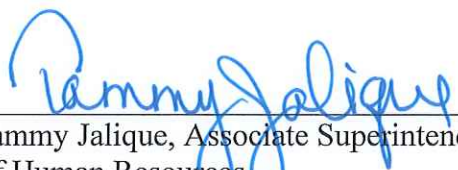
1. Sit for extended periods of time.
2. Stand and/or walk on hard and/or uneven surfaces for extended periods of time.
3. Reach overhead, grasp, push/pull up to 50 pounds for short distances.
4. Bend, squat, stoop and/or climb for extended periods of time.
5. Lift and/ or carry up to 50 pounds to waist height for short distances.
6. Enter data into a computer terminal and operate standard office equipment for extended periods of time.
7. See and read a computer screen and printed matter with or without vision aids.
8. Speak so that others may understand at normal levels and on the telephone with or without hearing aids.
9. Hear and understand at normal levels and on the telephone with or without hearing aids.

WORK ENVIRONMENT:

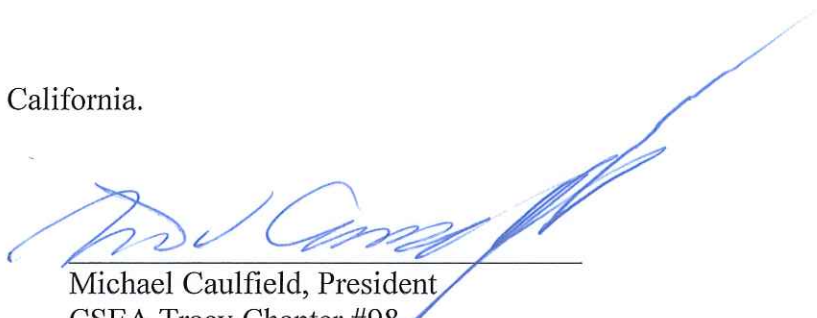
The Food Service Worker II will be required to work indoors in a standard office or kitchen environment and may come in direct contact with District staff, students, parents and the public. In addition, employees in this position may occasionally perform duties and responsibilities that occur outside school buildings and facilities in serving lines that may be indoor and/or outdoor at school related activities and events. Employees in this position will be exposed to moderate noise levels from food service equipment, cafeterias and/or exhaust fans. Must wear closed toe shoes, meet uniform requirements, and as required by a particular assignment wear protective and/or hygienic equipment or clothing as required.

DAYS OF SERVICE: 181
SALARY: Classified Range 24-28
BOARD APPROVED: 1/14/2014
Revised: 12/13/2016
Revised: TBD

Agreed to this 19th day of July, 2022, in Tracy, California.



Tammy Jalique, Associate Superintendent
Of Human Resources



Michael Caulfield, President
CSEA Tracy Chapter #98



Debra Ladwig, Labor Relations Representative
CSEA

TENTATIVE AGREEMENT
California School Employees Association and its Tracy Chapter 98
And
Tracy Unified School District

July 19, 2022

The California School Employees Association and its Tracy Chapter 98 (hereafter "CSEA") and the Tracy Unified School District (hereafter "District") do hereby agree to a tentative agreement to the following revised job description:

TRACY UNIFIED SCHOOL DISTRICT JOB DESCRIPTION

POSITION TITLE: Food Service Supervisor

DEPARTMENT/DIVISION: Food Services

POSITION SUMMARY: Under supervision of the Director of Food Services to plan, organize and supervise and monitor the preparation, serving and transporting of hot and cold foods to school sites and/or on-site cafeterias, snack bar, central kitchens or schools. To ensure that all kitchen areas are maintained in a clean and sanitary environment; to ensure that all food service equipment and supplies are maintained, stored and cleaned in a sanitary manner; train and supervise Food Service Worker personnel.

ESSENTIAL FUNCTIONS:

1. Supervises and directs the preparation of food and serving or packaging of food to food service customers.
2. Organizes and schedules menu production to ensure all meal requirements are met per the National School Lunch, Breakfast and Snack programs and District requirements.
3. Organizes all kitchen work activity to ensure that all equipment and supplies are available to production staff to meet customer demands and meal program requirements.
4. Arranges for proper storage and use of all food and non-food supplies.
5. Orders food, non-food and equipment supplies so as to maintain adequate and appropriate inventories.
6. Sets standards for efficient and sanitary practices in food preparation and work areas.
7. Completes all documents required by State, Federal, and Food Service guidelines including but not limited to meal production sheets, transports sheets, payroll documents, inventories, and other related documents.
8. Follows standardized recipes and adjust amounts to meet daily meal participation requirements.
9. Supervises and trains Food Service Worker staff in meal production techniques, sanitary kitchen and food handling practices, customer service, personal hygiene and uniform requirements, and daily work routines.
10. Attends all meeting and training sessions as directed by the Director of Food Services.
11. Counts all monies generated at points-of-sale at sites, prepares accurate deposits and daily summaries, and maintains an adequate change fund if necessary.
12. Assists in the planning and implementation of the Food Service Department strategic plan and goals.

13. Transports food and supplies as needed.
14. Coordinates coverage of missed shifts when due to last-minute scheduling issues.
15. **Visits and Monitors** serving kitchens to maintain standards required by the United States Department of Agriculture and the California Department of Education.
16. Supervises student workers that assist in site cafeterias.
17. Performs other Food Service related duties as required.

EDUCATION AND EXPERIENCE:

The ability to carry out oral and written directions, write and speak at a level sufficient to fulfill the duties to be performed for the position described. High school diploma or equivalent required. Two years of increasingly responsible work experience in food service institutional meal preparation preferred. Two years college in related course work preferred. Have, or be able to obtain a Food Service Sanitation Certificate within six months of employment. Must pass District required pre-employment physical. Valid California driver's license required.

SKILLS AND QUALIFICATIONS:

1. Knowledge of principles and methods of quantity food preparation; proper food handling and storage techniques for hot and cold foods and other related food items.
2. Knowledge of sanitation principles applicable to serving and storing of food;
3. Ability to operate and maintain large and small food service equipment;
4. Ability to estimate quantities needed to meet customer demands and to meet economical demands of the program;
5. Ability to complete all records as required.
6. Ability to effectively train and organize the work of Food Service Worker personnel.
7. Ability to develop and maintain cooperative working relationships with those contacted in the course of work.

PHYSICAL REQUIREMENTS:

Employees in this position must have the ability to:

1. Sit for extended periods of time.
2. Stand and/or walk on hard and/or uneven surfaces for extended periods of time.
3. Reach overhead, grasp, push/pull up to 50 pounds for short distances.
4. Bend, squat, stoop and/or climb for extended periods of time.
5. Lift and/ or carry up to 50 pounds to waist height for short distances.
6. Enter data into a computer terminal and operate standard office equipment for extended periods of time.
7. See and read a computer screen and printed matter with or without vision aids.
8. Speak so that others may understand at normal levels and on the telephone with or without hearing aids.
9. Hear and understand at normal levels and on the telephone with or without hearing aids.

WORK ENVIRONMENT:

Food Service Supervisors will be required to work indoors in a standard office or kitchen environment and may come in direct contact with District staff, students, parents and the public. In addition, employees in this position may occasionally perform duties and responsibilities that occur outside school buildings and facilities in serving lines that may be indoor and/or outdoor at school related activities and events. Employees in this position will be exposed to moderate noise levels from food service equipment, cafeterias and/or exhaust fans. Must wear closed toe shoes, meet uniform requirements, and as required by a particular assignment wear protective and/or hygienic equipment or clothing as required.

SALARY: Classified Range **34-40**

Adopted: HS Board 12/78

Elem Board 12/78

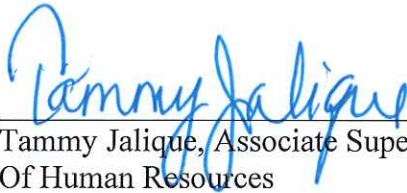
Revised: TUSD 12/14/99

Revised: TUSD 8/25/2009

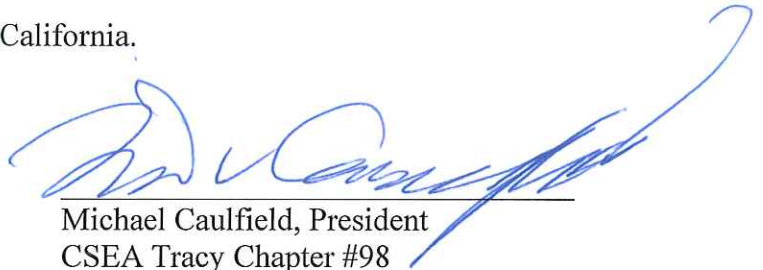
Revised: TUSD 12/13/2016

Revised: TBD

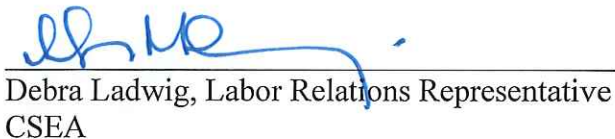
Agreed to this 19th day of July, 2022, in Tracy, California.



Tammy Jalique, Associate Superintendent
Of Human Resources



Michael Caulfield, President
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California School Employees Association and its Tracy Chapter 98
And
Tracy Unified School District

July 19, 2022

The California School Employees Association and its Tracy Chapter 98 (hereafter "CSEA") and the Tracy Unified School District (hereafter "District") do hereby agree to a tentative agreement to the following revised job description:

TRACY UNIFIED SCHOOL DISTRICT JOB DESCRIPTION

POSITION TITLE: Food Service Warehouseman/Delivery Driver

DEPARTMENT/DIVISION: Food Services

POSITION SUMMARY:

Under direct supervision of the Director of Food Services to coordinate and oversee the delivery and distribution of food, non-food and equipment items in the Food Services Warehouse and kitchen sites. Pick up and deliver food transport units to kitchens and school sites in the District; deliver to catering and meal contracts.

ESSENTIAL FUNCTIONS:

1. Drives a large delivery truck and distributes food, non-food and other supplies from the warehouse to kitchens, school sites, and meal contracts.
2. Receives and checks supplies received for conformity to purchase order specifications, noting and reporting shortages, damages and other discrepancies.
3. Responsible for inventories and reports stock level of supplies to the Director of Food Services to effect timely reordering and ordering and to identify slow-moving stocks and ensure stock rotation of food items.
4. Schedules deliveries of warehouse items in the District.
5. Completes monthly inventories for warehouse in a timely manner.
6. Picks up and delivers food transport equipment between kitchens, schools sites, meal contracts, and catering events in a safe and timely manner.
7. Maintains food service warehouse area in a clean and organized manner.
8. Checks food service vehicles for adequate fuel and oil supplies and proper operation, maintains warehouse equipment and stock in a clean and orderly manner.
9. Performs minor maintenance work on food service equipment.
10. Monitors temperatures of storage areas and walk-ins in the warehouse and reports equipment failures or repairs as needed.
11. Performs other Food Service related work as required.

EDUCATION AND EXPERIENCE:

The ability to carry out oral and written directions; write and speak at a level sufficient to fulfill the duties to be performed for the position described. Minimum of two years' experience in operation of general delivery vehicles, minimum two years' experience in general warehousing

with emphasis in food warehousing; possess a valid California driver's license and obtain district forklift certification. High school diploma preferred.

SKILLS AND QUALIFICATIONS:

1. Knowledge of school site locations.
2. Knowledge of basic warehousing procedures and ability to perform general warehousing duties.
3. Knowledge of proper procedures for safe handling of perishable food items.
4. Knowledge of basic record keeping procedures associated with the inventory, receiving and distribution of warehouse items.
5. Knowledge of safe driving practices and general vehicle maintenance.
6. Ability to plan and schedule deliveries and workloads for delivery drivers and department.
7. Ability to train others.
8. Ability to perform moderately heavy manual labor and move heavy objects,
9. Ability to operate a delivery vehicle safely and economically,
10. Ability to operate a power forklift;
11. Ability to perform clerical work such as checking deliveries against orders correctly, filling requisitions and taking inventories;
12. Ability to develop and maintain cooperative working relationships with those contacted in the course of work.
13. Must pass required physical examination and drug test.

PHYSICAL REQUIREMENTS:

Employees in this position must have the ability to:

1. Stand for extended periods of time
2. Walk and bend over, reach overhead, grasp, push/pull.
3. Lift and or carry up to 75 pounds to waist height.
4. Push, rotate, and pull food service transport equipment on casters that weighs over 100 pounds.

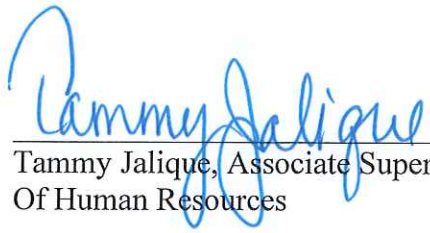
WORK ENVIRONMENT:

Employees in this position may work indoor and/or outdoor; exposed to moderate noise levels from food service equipment, cafeterias and/or exhaust fans. Must wear closed toe shoes and meet uniform requirements. Exposed to extreme temperatures in frozen food storage areas.

SALARY: Classified Range **35-36**

Adopted: TUSD 2/10/98
Revised: TUSD 12/14/99
Revised: TUSD 9/8/15
Revised: TUSD 12/13/16
Revised: TBD

Agreed to this 19th day of July, 2022, in Tracy, California.



Tammy Jalique, Associate Superintendent
Of Human Resources



Michael Caulfield, President
CSEA Tracy Chapter #98



Debra Ladwig, Labor Relations Representative
CSEA

TENTATIVE AGREEMENT
California School Employees Association and its Tracy Chapter 98
And
Tracy Unified School District

July 19, 2022

The California School Employees Association and its Tracy Chapter 98 (hereafter "CSEA") and the Tracy Unified School District (hereafter "District") do hereby agree to a tentative agreement to the following revised job description:

TRACY UNIFIED SCHOOL DISTRICT JOB DESCRIPTION

POSITION TITLE: STEM and Local Assessment Warehouse Clerk

DEPARTMENT/DIVISION: PreK-12 STEM Curriculum and Local Assessment/Ed. Services

POSITION SUMMARY:

Under direct supervision of the Director of STEM Curriculum and Local Assessment to perform routine clerical and technical work connected with the ordering, receiving, processing, distributing, storing and inventorying of STEM materials; pickup and delivery of STEM materials and equipment; supporting the organization, registration, and promotion of STEM events; providing technical support for teachers in the use of local assessment software platforms.

ESSENTIAL FUNCTIONS:

1. Assists with the acquisition, processing, circulation, distribution, and inventory of STEM materials.
2. Picks up and delivers STEM materials, supplies and equipment.
3. Assists in palletizing materials for delivery to school sites.
4. ~~Uses a computer and other equipment to prepare documents.~~ **Performs a wide variety of complex technical and clerical functions, including preparation of records, purchase requisitions, communications, maintaining files, operating office equipment, and using general and specialized software.**
5. ~~Assists teachers with the use of technology, equipment, and materials.~~
6. Receives and fills phone orders.
7. Maintains files and assists with other clerical work.
8. May work at school sites when required.
9. ~~Supports~~ **Assists in** the organization, registration, and promotion of STEM events.
10. **Provides user account support for teachers who use local assessment platforms.**
11. Operates office equipment and keeps records as directed.
12. Maintains regular and prompt attendance in the workplace.
13. Performs other related duties as assigned.

EDUCATION AND EXPERIENCE:

Ability to carry out oral and written directions, read, write, and speak at a level sufficient to fulfill the duties to be performed. High school diploma or equivalent required. Two years experience in computer usage clerical processes and working with the public required. Must possess a valid California driver's license. Must pass District required testing.

SKILLS AND QUALIFICATIONS:

1. Knowledge of English usage, grammar, spelling, punctuation, vocabulary, and arithmetic.
2. Knowledge of basic computer skills including, but not limited to Microsoft Word and Excel.
3. Ability to operate standard office equipment.
4. Ability to type at a speed of 45 **40** words a minute from clear copy.
5. Ability to maintain cooperative working relationships with those contacted in the course of work.

PHYSICAL REQUIREMENTS:

Employees in this position must be/have the ability to:

1. Sit for extended periods of time.
2. Enter data into a computer terminal/typewriter and operate standard office equipment.
3. See and read a computer screen and printed matter with or without vision aids.
4. Hear and understand speech at normal levels and on the telephone, with or without hearing aids.
5. Speak so that others may understand at normal levels and on the telephone.
6. Stand, walk and bend over.
7. Reach overhead grasp, push/pull.
8. Lift and/or carry up to 40 pounds at waist height for short distances.


WORK ENVIRONMENT:

Employees in this position will be required to work indoors in a standard office or warehouse environment and come in direct contact with district/school staff and the public.

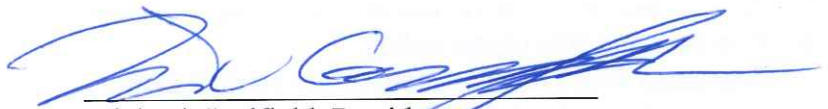
SALARY: Classified Salary Range 25 **35 31**

Board Approved: TBD

Agreed to this 19th day of July, 2022, in Tracy, California.



Tammy Jalique, Associate Superintendent
Of Human Resources



Michael Caulfield, President
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