

**Santa Paula Unified School District
PERSONNEL COMMISSION AGENDA**

SPECIAL PERSONNEL COMMISSION MEETING

SANTA PAULA UNIFIED SCHOOL DISTRICT

BOARDROOM

201 S. Steckel Drive

Santa Paula, CA 93060

Wednesday, September 21, 2022 - 4:00 P.M.

Anyone wishing to submit written material regarding an item on this agenda must submit it in time to be included with the agenda packet. Anyone wishing to speak regarding an item on this agenda must complete a yellow slip identifying the item and hand it to one of the staff members prior to the start of the meeting.

A. ROLL CALL

A roll call of the Personnel Commission will be conducted.

B. APPROVAL OF ORDER OF AGENDA ITEMS

C. PUBLIC COMMENTS

Public comment from the audience during a special meeting are limited to those items appearing on the agenda only.

D. NEW BUSINESS – ACTION OR INFORMATION

- | | |
|--|---------------|
| 1. Approval of District classification and compensation study
<i>a. Approval of bid selection</i> | Action |
| 2. Establishment of New Class – Early Education Teacher
<i>a. Approval of job specification and salary allocation</i> | Action |
| 3. Establishment of New Class – Lead Licensed Vocational Nurse (LVN)/ Registered Nurse (RN)
<i>a. Approval of job specification and salary allocation</i> | Action |
| 4. Establishment of New Class – Restorative Justice Facilitator-Bilingual
<i>a. Approval of job specification and salary allocation</i> | Action |
| 5. Establishment of New Class – Senior Accountant
<i>a. Approval of job specification and salary allocation</i> | Action |
| 6. Establishment of New Class — Sous Chef
<i>a. Approval of job specification and salary allocation</i> | Action |

E. ADJOURNMENT

SANTA PAULA UNIFIED SCHOOL DISTRICT

CLASS TITLE: EARLY EDUCATION TEACHER

BASIC FUNCTION:

Under the direction of a Principal or Designee, establish a productive classroom environment and provide supervision and instruction to preschool age children utilizing developmentally appropriate practices and strategies to enhance student progress and create an environment promoting social, emotional, physical, and cognitive development using developmentally appropriate practices.

REPRESENTATIVE DUTIES:

Plan, design, coordinate, and implement the preschool program providing supervision, and age appropriate activities for preschool aged children. E

Provide essential primary care to preschoolers throughout the day as program activities are executed. E

Lead and coordinate the function and activities of the child development program to ensure that instructional standards are maintained and that the instructional activities are well planned and appropriately structured. E

Confer with school site and special education personnel to develop and coordinate strategies for all students including students with special needs. E

Collaborate with other teachers and support staff to plan and coordinate program activities to meet the individual needs of children enrolled in the child development program. E

Maintain a variety of records including attendance, emergency information, accidents and minor injuries, first aid and student discipline/behavior. E

Maintain student and school information in a confidential manner.

Establish and maintain cooperative working relationships with preschool aged children, parents, and school district staff.

Perform a variety of public/parental relations activities, including parent education workshops, parent conferences, special events and other parental contacts.

Instruct children in practices of personal cleanliness and selfcare; promote toilet learning when developmentally appropriate.

Inspect, review, and monitor the classroom, grounds area, and equipment to ensure that appropriate standards of safety, sanitation, and orderliness are maintained.

Develop and monitor state mandated reports. E

Maintain professional competence through in-service education activities provided by the

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District and self-selected professional growth activities.

Co-teach with the Special Education teacher and staff. E

Attend and participate in staff and special education meetings (i.e., Individualized Education Programs (IEP) meetings), as needed.

Assist with the Implementation of IEP goals.

OTHER DUTIES:

Participate in staff meetings; attend various in-service meetings as assigned.

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Methods, techniques, and strategies pertaining to the instruction of preschool aged children.

Organization and operation of early care and education programs.

Child growth and development principles and theories.

Preschool and kindergarten standards.

Planning and organizational strategies, techniques, and methods.

Child guidance methods, strategies, and techniques.

Educational materials, supplies, and equipment typically utilized in a preschool program.

Methods of observation, evaluation and recording of children's behavior.

Interpersonal skills using tact, patience, and courtesy.

Basic elements of team teaching.

Principles of classroom health and safety.

Oral and written communication skills in English and a second designated language.

Correct English usage, spelling, grammar and punctuation.

Record keeping practices and procedures.

Basic First Aid and Safety practices.

ABILITY TO:

Plan, organize and conduct an effective preschool instructional program.

Provide meaningful language development and learning activities for children experience a wide range of socio-economic and cultural backgrounds and exhibiting varying levels of intellectual, social, and emotional maturity.

Effectively assess the educational needs of children and implement linguistic and educationally developmentally appropriate instructional plans and activities.

Provide a nurturing and supportive learning environment.

Communicate effectively in oral and written form in English and a designated second language.

Work cooperatively with parent, staff, and children.

Interact courteously and tactfully with co-workers, students, and parents.

Promote team building and a positive work environment.

Adapt easily to work assignments, additional priorities and new procedures.

Receive constructive criticism and modify work appropriately.

Prioritize and identify needs and solve problems independently as appropriate.

Suggest procedural improvement to supervisor as appropriate.

Handle difficult situations using good judgment.

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Maintain a high level of professionalism.

EDUCATION AND EXPERIENCE:

High school diploma or equivalent and completion of 12 semester units of course work in early childhood education of child development, including at least one course of at least three semester units in the following core areas:

- a. Child/human growth and development.
- b. Child, family, and community, or child and family relations.
- c. Programs/curriculum.

And at least 50 days of experience in an instructional capacity in a child care and development program, working at least three hours per day within the last two years. Experience must be verified by submitting an original letter from the employer on official letterhead.

DESIRED

AA or BA in Early Childhood Education.

Experience working with students with special needs.

Basic understanding of the IEP process and documents.

LICENSES OR OTHER REQUIREMENTS:

Child Development Associate Teacher Permit.

Valid First Aid, CPR and AED certificates issued by an authorized agency within six (6) months of employment.

WORKING CONDITIONS:

ENVIRONMENT:

Classroom, playground and/or other outdoor environments.

PHYSICAL DEMANDS:

Lifting, sitting, bending, kneeling, walking, reaching, pushing, pulling, and carrying or other physical activities as needed.

Dexterity of hands and fingers to operate standard office, classroom equipment and assist students.

Sitting or standing for extended periods of time.

Bending at the waist, kneeling or crouching to assist students.

Ability to see to read a variety of materials and monitor student activities.

Hearing and speaking to exchange information.

Ability to lift up to 40 pounds.

Board Approval: 8/10/22

PC Approval:

Range: 17.0

SANTA PAULA UNIFIED SCHOOL DISTRICT

CLASS TITLE: LEAD LICENSED VOCATIONAL NURSE (LVN) / REGISTERED NURSE (RN)

BASIC FUNCTION:

Under the direction of the Director, Student Services, serve as the lead LVN / RN in supporting students, health specialists, and site staff; support the Director, Student Support services with special projects related to the position; travel to various sites to provide coverage and support to students in the absence of a health specialist; administer basic first aid and assists students who are ill or injured; deliver specialized health care procedures and medical treatments not requiring a certificated school nurse, to students with specialized needs on an as-needed basis; assists with health screenings; prepares and maintains student health records, files, and reports; provide health information to parents/guardians, students and staff.

REPRESENTATIVE DUTIES:

Serve as a lead to provide support and technical assistance to health specialists in the health offices at school sites for students; examine students for illness, injury and medical emergency; administer first aid as necessary; take temperatures and blood pressure; bandage wounds and provide ice packs; document and report unusual or critical cases to appropriate authorities; notify and release students to parents/guardians according to established procedures; maintain records of office visits. E

Perform specialized healthcare procedures for students following an Individualized Health Care Plan (IHCP) developed by a credentialed school nurse or in accordance with an individualized education plan (IEP). Specialized health care procedures include but not limited to tracheostomy care, gastrostomy tube (g-tube) feeding and care, catheterization, colostomy and/or ileostomy care and oxygen administration. E

Assist in implementing Individualized Education Programs (IEPs); perform Special Education health assessments and implement 504 plans; communicate related information with parents/guardians in person or on the telephone. E

Train health specialists in providing student assistance; recognize symptoms to identify illness, communicable diseases and/or parasites; contacts nursing staff for assistance as appropriate.

Support and train other staff to dispense medications according to physician instructions and written consent from parents/guardians; maintain records of dosage including amount, time, medication, authorizations and related information; utilize an Epi pen for allergic reactions according to established guidelines as needed; train other staff in the proper procedures related to Epi pen injections. E

Respond to emergencies and serious health-related situations by administering first aid, cardiopulmonary resuscitation (CPR), or other appropriate action; notify school administrators, nursing staff, parents, and/or paramedics as appropriate as soon as possible. E

Assist students with activities of daily living such as, but not limited to feeding, toileting, personal hygiene, exercise, position, and assist students requiring wheelchairs or other orthopedic equipment; provide training. E

Assist students with diabetic management tasks such as: administering insulin or assist in the administration of insulin to diabetic students, including assisting with carbohydrate counting, the calculation of proper insulin dosages, and insuring proper administration techniques; monitor blood glucose levels or supervise such monitoring for diabetic student; assist in the treatment of diabetic emergencies including the administration of glucagon injection for the treatment of low blood sugar as prescribed. E

Ensure students receive physical and other examinations and required follow-up care; prepare and maintain various demographic, health and other related files, records and reports according to established procedures; maintain immunization, medication, and health and vision/hearing screening records; maintain student cumulative records;

ensure compliance with state and federal mandates related to health care and reporting; maintain and update student information in assigned database.

Provide health information and services to students in various areas such as medications and health care procedures; provide information in person or on the telephone to school site personnel regarding the needs of students; notify parents/guardians of immunization, physicals, Pediculus and other health-related matters. E

Coordinate and conduct vision; hearing, and other screening tests. E

OTHER DUTIES:

May attend field trips or public outings to support medical needs of students.

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Medication effects and proper administration procedures.

Vocational nursing skills including but not limited to First Aid, CPR, administration of medications, specialized health care procedures, infection control procedures, and hazardous waste management.

Proper operation of health assessment instruments.

Modern medical terminology, equipment and techniques. Diagnostic methods for medical conditions and diseases.

Interpersonal skills using tact, patience and courtesy.

Proper lifting techniques.

Oral and written communication skills.

Operation of a computer and assigned software.

Public health agencies and local health care resources.

Health and safety regulations.

Universal health care precautions.

Operation of Epi Pen.

Operation of AED Unit.

Modern office practices, procedures and equipment. Record-keeping techniques.

ABILITY TO:

Perform assigned specialized health care procedures following established medical orders, procedures, instructions, and District guidelines and policies.

Lead, instruct, guide, and provide support to health specialists, students and other staff members.

Assist in screening students for vision, hearing, dental, scoliosis, and immunizations.

Move and operate adaptive equipment.

Maintain current knowledge of technological advances in the medical field.

Analyze situations accurately, exercise good judgement, and adopt an effective course of action in dealing with emergency situations and specialized health needs.

Use discretion in handling confidential records.

Prioritize and schedule work.

Operate a computer to enter data, maintain records and generate reports.

Learn and follow SPUSD policies and procedures.

Maintain confidentiality of privileged information obtained in the course of work.

Exercise caution and comply with health and safety regulations.

Form and maintain cooperative and effective working relationships with others.

Provide service and assistance to others using tact, patience, and courtesy.

Communicate effectively both orally and in writing.

Read, interpret, apply and explain rules, regulations, policies and procedures.

Sustain productivity with frequent interruptions.

Work independently with little direction.

EDUCATION AND EXPERIENCE:

Graduation from an accredited Vocational Nurse Training program or the equivalent, four years of health care experience with one year of experience working with medical fragile children or adults.

Prior experience working in a public school setting is desired.

LICENSES AND OTHER REQUIREMENTS:

Valid registration as a California Licensed Vocational Nurse or Registered Nurse.

Valid First Aid, CPR and AED Certificates issued by an authorized agency.

Some incumbents in this classification may be required to read, speak and write in a designated second language.

Required to possess a valid California driver's license.

WORKING CONDITIONS:

ENVIRONMENT:

Health office environment. Constant interruptions.

Driving a vehicle to conduct work as assigned.

PHYSICAL DEMANDS:

The ability to see to assess injuries or illnesses.

Bending at the waist, kneeling or crouching to assist students.

Hearing and speaking to exchange information in person and on the telephone.

Dexterity of hands and fingers to operate a computer keyboard and testing equipment.

Reaching overhead, above the shoulders and horizontally to retrieve supplies.

Lifting, carrying, pushing or pulling.

HAZARDS:

Communicable diseases and blood-borne pathogens.

Board Approval: 8/10/22

PC Approval

Range: 23.50

SANTA PAULA UNIFIED SCHOOL DISTRICT

CLASS TITLE: RESTORATIVE JUSTICE FACILITATOR-BILINGUAL

BASIC FUNCTION:

Under the direction of the Director of Student Support Services or designee, the Restorative Justice Facilitator is responsible for supporting the district-wide restorative justice initiative by coordinating, implementing, and facilitating school-based restorative practices to foster safe and supportive school environments and promote positive climate and culture.

REPRESENTATIVE DUTIES:

Serve as a spokesperson for restorative justice practices; clearly articulate and explain the benefits of restorative processes to school site staff, parents, students, and the community. E

Assist in the training, implementation, and evaluation of site based restorative practices, including the training and mentorship of new RJ Facilitators. E

Coordinate, implement and facilitate peer restorative justice program at designated school sites. E

Provide leadership to the school culture and climate through integration and implementation of restorative practices to improve conditions for learning, reduce suspensions, and increase academic engagement.

Collaborate with appropriate staff to infuse restorative justice practices with existing violence prevention, truancy reduction, crisis intervention, academic and alternative educational enrichment, health and medical health services and supports. E

Assist with data collection, progress monitoring and program evaluation to determine the efficacy of restorative justice practices to increase safety and reduce racially disproportionate discipline, referral, and incarceration and recidivism; present periodic reports to stakeholders, including management, cabinet and/or the Board of Education. E

Serve as liaison to community based organizations working with the school site to increase community support for and implementation of restorative practices with students. E

OTHER DUTIES:

Perform related duties as assigned.

Attend trainings and collaborative sessions to acquire knowledge and disseminate best practices in restorative justice.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Building partnerships and collaboration with individuals, departments, agencies, and institutions.
Diverse academic, socio-economic, cultural, ethnic, and disability backgrounds of District students, community, partners, and agencies.

Utilization of various forms of assessment to guide and design RJ program.

District's Strategic Plan, LCAP, and District goals.

Planning, organization and coordinating needed for assignment program.

Interpersonal skills emphasizing tact, patience, courtesy and respect.

Facilitation techniques to foster new behaviors and practices in challenging contexts.

Oral and written communication in English and a secondary language.

Correct English usage, grammar, spelling, vocabulary and punctuation.

Data analysis and decision making.

Presentation, communication, and public speaking techniques.

Use and application of computer software, hardware, and related technology.

Effective strategies, theories, techniques, and methods of professional and organizational development.

ABILITY TO:

Demonstrative cultural competence and sensitivity with diverse groups across lines of race, ethnicity, religion, gender, socio-economic group, sexual orientation, and other identifiers.

Interpret, implement, and maintain current knowledge of applicable laws, codes, policies, procedures, and District regulations governing scope of work.

Maintain current knowledge of new developments related to scope of work.

Analyze situations accurately and adopt effective courses of action.

Manage competing priorities and time.

Establish and maintain effective working relationships among diverse groups of students, parents, school staff, and the community across race, ethnicity, religion, gender, class, and sexuality.

Establish and maintain effective leadership and working relationships with multifaceted public and private agencies.

Successfully interact with principals, teachers, staff, parents, students, partner agencies, and other community members.

Develop and facilitate community partnerships.

Communicate effectively using tact, patience, and courtesy.

Maintain confidentiality and discretion.

Facilitate and foster new behaviors and practices in challenging contexts.

Build authentic and trusting relationships.

Multi-task; skills to be a team player and self-starter.

Strong written and verbal communication skills in English and a designated second language.

Operation personal computers, related software and other office equipment.

EDUCATION AND EXPERIENCE:

Sufficient experience training and/or education to demonstrate the knowledge and abilities listed above. Typically, this would be gained through a Bachelor's degree with coursework in liberal

arts, sociology, psychology or related field and two years direct experience implementing conflict mediation and positive youth development in a school or community setting. Experience working in a school district and providing training and coaching to educators preferred. Proven commitment to school success, student achievement, and positive child, youth, and family development.

LICENSES AND OTHER REQUIREMENTS:

Valid California Driver's License

Incumbents in this classification are required to read, speak, and write in a designated second language.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment

Driving a vehicle to conduct work

PHSICAL DEMANDS:

Consistent mental awareness

Sitting or standing for extended periods of time

Dexterity of hands and fingers to operate a computer keyboard.

Hearing and speaking to exchange information in person or on the telephone, and make presentations.

Lifting, carrying, pushing, and pulling objects up to 30 pounds.

Bending at the waist, reaching overhead, above the shoulders and horizontally.

The ability to see and read a variety of materials

Board Approval: 8/10/22

PC Approval:

Range: 22.50

SANTA PAULA UNIFIED SCHOOL DISTRICT

CLASS TITLE: SENIOR ACCOUNTANT

BASIC FUNCTION:

Under the direction of the Director Budget & Finance, performs a variety of complex and professional accounting duties related to the development, preparation, review, analysis, maintenance and adjustment of various District budgets, funds and accounts; develops and maintains financial statements and records, reports, and balance sheets; provides technical support and assistance to all areas of the Business Services Department.

REPRESENTATIVE DUTIES:

Perform a variety of complex and specialized accounting functions related to the development, preparation, review, maintenance and adjustment of District budgets, funds and accounts. E

Prepare and maintain a variety of financial and statistical reports, statements and records related to income, expenditures, accounts, budgets, programs, grants, and bonds. E

Review, audit, and analyze records and reports to ensure accuracy, completeness, and compliance with established guidelines and procedures. E

Research, review, identify and correct errors and discrepancies to resolve financial issues. E

Initiate budget and fund transfers and adjustments as appropriate. E

Assures assigned accounting budget and finance activities comply with established standards and Generally Accepted Accounting Principles. E

Analyze and interpret new state and Federal legislation pertaining to numerous income schedules to determine impact on new and/or existing programs. E

Assist with the review, preparation and development of assigned budgets; analyze costs and provide recommendations concerning budgetary allocations and recommend adjustments. E

Provide support in year-end closing functions such as preparing and setting up payable and receivables for programs, processing and adjusting accruals, and reviewing and processing fixed asset depreciation. E

Assist in the year-end audit as directed, providing technical assistance in the fiscal information to outside auditors. E

Respond to inquiries and provide detailed information regarding accounts, budgets, standards, transactions, reports, regulations, and policies and procedures.

Provide guidance and training to staff members in collaboration with the Business Services Management Team.

OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Organization and direction of operations and activities involved in the review, analysis, maintenance and adjustment of designated funds and accounts.

Accounting and fiscal systems, policies, procedures and practices.
Generally accepted accounting and auditing principles, practices and procedures.
Applicable laws, codes, regulations, policies and procedures.
General accounting and business functions of an educational organization.
Policies and objectives of assigned programs and activities.
Financial and statistical record-keeping techniques.
Preparation of financial statements and comprehensive accounting reports.
Operation of a variety of office equipment including a computer and assigned software.
Oral and written communication skills.
Interpersonal skills using tact, patience and courtesy.

ABILITY TO:

Coordinate and perform a variety of professional accounting and finance duties involved in the development, preparation, review, analysis, auditing, maintenance and adjustment of various District budgets, funds and accounts.
Prepare and analyze comprehensive financial statements, accounting reports and statistical records.
Maintain accurate financial and statistical records.
Provide technical assistance and expertise regarding fiscal and budgetary operations and activities.
Reconcile various fiscal statements to assure accurate fund accounting.
Evaluate financial and budgetary data and prepare recommendations.
Identify, research and investigate and resolve financial issues, errors and discrepancies.
Analyze data and ensure accurate accounting of funds including income and expenditures.
Work independently with minimal direction.
Communicate effectively both orally and in writing.
Read, interpret, apply and explain rules, regulations, policies and procedures.
Plan and organize work.
Meet schedules and timelines.
Operate standard office equipment including a computer and assigned software.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: sufficient experience, training and/or education to demonstrate the knowledge and abilities listed above. Typically, this would be gained through: Bachelor's degree in accounting or a related field and three years of increasingly responsible paid professional level experience in the field of auditing and accounting involving the preparation and analytical examination of financial statements and reports.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment.

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate a computer keyboard.
Seeing to read a variety of materials.
Hearing and speaking to exchange information.
Bending at the waist, kneeling or crouching to retrieve and file materials.
Sitting for an extended period of time.

Board Approval: 8/10/22

PC Approval:

Range: 23.5

SANTA PAULA UNIFIED SCHOOL DISTRICT

CLASS TITLE: SOUS CHEF

BASIC FUNCTION:

Under the direction of the Director, Child Nutrition Services or designee performs skilled large quantity cooking and baking in the preparation of healthy, daily meals and snacks such as entrees, sauces, soup stocks, soups, vegetables, fruits, bread and other food or beverage items for students District-wide. Supports catering requests; develops, adjusts, implements and evaluates recipes; and assists in maintaining food service facilities and equipment in a clean and sanitary condition.

REPRESENTATIVE DUTIES:

Prepares, cooks, bakes, grills, heats meals and snacks for students, food from scratch and prepackaged food items. E

Develops healthy and budget friendly recipes. E

Researches, develops, improves and evaluates recipes by utilizing industry-related resources. E

Provides training, food demonstrations, and information on the preparation of healthy foods to students, parents, staff, administration, and the public.

Conducts recipe analysis in collaboration with the Child Nutrition Services Management Team.

Performs recipe modifications, conversions and calculations. E

Weighs, measures, mixes, cuts, and/or substitutes ingredients based on recipes as needed.

Participates in setting food quality standards regarding food production. E

Maintains and ensures that work areas and equipment are clean, safe and in compliance with health and sanitation requirements. E

Organizes, participates in and/or leads stocking of food items in store rooms, refrigerators, freezers and other locations to ensure that food and related supplies and materials are available for use. E

Compiles and coordinates food count and determines quantities for food orders. E

Operates a variety of cooking and kitchen machines, equipment, utensils and appliances such as convection ovens, commercial sanitizers, combination ovens, grills, gas ranges and steam kettle jackets. E

Collaborates with school farm, local farmers, and other organizations to incorporate fresh, local produce and ingredients.

Perform duties at various locations within the District to support cooking and baking at all sites.

OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Principles and practices of healthy cooking, eating and recipes.

Principles, regulations, practices and methods of large food preparation, production, sanitation and safety.

Applicable District policies, regulations, processes, procedures, protocols and rules.

Use of equipment, food weights and measures.

Principles, regulations, practices and rules of food sanitation and safety, and workplace safety.

Principles, practices and/or techniques of record keeping.

Proper use and care of kitchen appliances and equipment.

Interpersonal skills using tact, patience and courtesy.

Practices and techniques of recordkeeping.

Practices and methods of basic inventory.

Practices of excellent customer service.

Proper English usage, grammar, spelling, punctuation and vocabulary.

Basic arithmetic.

Operation of a computer and assigned software.

ABILITY TO:

Effectively and safely cook, bake, and grill large quantities of food and meals from scratch.

Read, understand, follow, modify and develop recipes to increase and improve nutrition value, taste and healthiness.

Operate a variety of cooking and kitchen machines, equipment, utensils and appliances such as convection ovens, commercial sanitizers, combination ovens, grills, gas ranges and steam kettle jackets.

Assemble and disassemble equipment for cleaning.

Perform recipe development, conversions, computations, modifications and improvements.

Provide support and organize the work activities of assigned meal production staff.

Perform accurate arithmetical calculations related to food production.

Monitor food expiration dates and par levels of items stored.

Adhere to Federal Meal program requirements.

Work independently with minimal supervision.

Effectively and accurately maintain inventory control and records.

Communicate clearly and effectively.

Comprehend and effectively follow oral and written instructions.

Effectively handle and resolve conflicts with coworkers and other staff members.

Effectively manage and adjust to change.

Build rapport and establish and maintain cooperative working relationships with others including students, parents, community members and District personnel.

EDUCATION AND EXPERIENCE:

Sufficient experience, training and/or education to demonstrate the knowledge and abilities listed above. Typically, this would be gained through: graduation from high school or equivalent and verifiable coursework or training in food service or related field and four (4) years of increasingly responsible experience in the preparation of food in large quantities (preferably in a school district setting) including work with following and extending recipes.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license.

Valid and appropriate ServSafe food service certificate(s).

WORKING CONDITIONS:

ENVIRONMENT:

Food service environment.

Subject heat from ovens, hot foods, steamers, cleaning chemicals, fumes, equipment and metal objects.

PHSICAL DEMANDS:

Standing for extended periods of time.

Hearing and speaking to exchange information.

Dexterity of hands and fingers to use kitchen equipment and operate computer.

Seeing to reach a variety of materials and monitor food quality and quantity.

HAZARDS:

Heat from ovens.

Exposure to very hot foods, equipment and metal objects.

Working around knives, slices or other sharp objects.

Board Approval: 8/10/22

PC Approval:

Range: 17.0