

**SPECIAL PERSONNEL COMMISSION MEETING**  
**SAN BERNARDINO CITY UNIFIED SCHOOL DISTRICT**  
**PERSONNEL COMMISSION OFFICE, PORTABLE B**  
**AGENDA**

May 28, 2015

12:00 P.M.

**I. CALL TO ORDER**

A The meeting was called to order at \_\_\_\_\_.

B Pledge of Allegiance

C Roll-Call

Commissioner Valerie Dixon, Chairperson Present \_\_\_\_\_  
Commissioner Michael Salazar, Vice Chairperson Present \_\_\_\_\_  
Commissioner George Bohn, Member Present \_\_\_\_\_

**II. APPROVAL OF AGENDA**

Moved: \_\_\_\_\_ Seconded \_\_\_\_\_  
Discussion: \_\_\_\_\_  
Vote: Dixon: \_\_\_\_\_ Salazar: \_\_\_\_\_ Bohn: \_\_\_\_\_

**III. PUBLIC COMMENTS**

**NOTE:** Because this is a special meeting, public comments are limited only to items that are on the agenda. Comments from the public on any agenda item may only be made at this time. Public comment during the commission's discussion of an agenda item will not be permitted.

- Each speaker may speak only once.
- A five (5) minute time limit will be allotted to each speaker, unless extended by the Chairperson.
- A *Request to Speak* form must be completed before the meeting is called to order and submitted to the Chair in order to speak.

**IV. ACTION ITEMS**

A. The commission will discuss and conduct a public hearing on the proposed budget for Fiscal Year 2015-2016. Members of the public, representatives from collective bargaining units, employees of the district, executives and managers of the district, and members of the governing board may comment on the proposed budget at this time.

It is moved that the commission approve the proposed budget for fiscal year 2015-2016 as submitted.

Moved: \_\_\_\_\_ Seconded \_\_\_\_\_  
Discussion: \_\_\_\_\_  
Vote: Dixon: \_\_\_\_\_ Salazar: \_\_\_\_\_ Bohn: \_\_\_\_\_

B. The commission will consider approving the revisions of the following classification specification:

1. Cafeteria Worker

Moved: \_\_\_\_\_ Seconded \_\_\_\_\_

Discussion: \_\_\_\_\_

Vote: Dixon: \_\_\_\_\_ Salazar: \_\_\_\_\_ Bohn: \_\_\_\_\_

**V. CLOSED SESSION**

The commission adjourned into closed session pursuant to Government Code Section 54957 to discuss:

1. PERSONNEL COMMISSION MATTERS

The commission reconvened into open session at \_\_\_\_\_ and announced the following action taken into closed session:

**VI. ADJOURNMENT**

The commission adjourned the meeting at \_\_\_\_\_.

**2015-2016 PERSONNEL COMMISSION BUDGET**

**DISTRICT San Bernardino City Unified School District**

*Please complete the following Account Code Information:*

FUND	RESOURCE	PROGRAM	FUNCTION	OBJECT	SCHOOL	MANAGEMENT
01	0000	0000	7490		842	071

*Please submit the completed budget on or before **June 1, 2015** to **SBCSS- Business Advisory Services, 760 E. Brier Dr., San Bernardino, CA 92408, Attention: Lupe Saldivar.***

	COLUMN 1 2014-15 ADOPTED BUDGET	COLUMN 2 2014-15 ACTUAL OR ESTIMATED	COLUMN 3 2015-16 BUDGET
<b>2000 CLASSIFIED SALARIES:</b>			
District Administrative Personnel	67,707.00	50,185.85	69,720.56
Commission Members	3,000.00	1,764.00	3,600
Director	124,892.40	105,896.04	132,486.98
Secretaries/Clerks	192,441.00	131,485.12	242,153.19
Other:		85,569.06	10,000
<b>SUBTOTAL (2000):</b>	\$388,040.40	\$374,900.06	\$457,960.73
<b>3000 EMPLOYEE BENEFITS:</b>			
3100 STRS			
3200 PERS	45,676.00	51,180.87	54,254.61
3300 OASDI/ARS/MEDICARE	29,686.00	5,207.92	35,034.00
3400 Health and Welfare	105,939.00	53,042.71	122,590.00
3500 Unemployment Insurance	194.00	176.68	228.98
3600 Workers' Compensation Insurance	6,907.00	6,285.72	8,151.70
3700 Other Benefits	8,735.00	12,902.96	10,308.70
<b>SUBTOTAL (3000):</b>	\$197,137.00	\$128,796.86	\$230,567.99

	COLUMN 1 2014-15 ADOPTED BUDGET	COLUMN 2 2014-15 ACTUAL OR ESTIMATED	COLUMN 3 2015-16 BUDGET
<b>4000 BOOKS AND SUPPLIES:</b>			
4200 Other Books	3,000.00		3,000
4300 Other Supplies	500.00	364.46	4,000
Literature/Periodicals			
Printing and Forms			7,000
Office Supplies	8,000.00	1,864.34	7,000
Miscellaneous	4,500.00	3,874.63	4,000
Other:	4,000.00		
<b>SUBTOTAL (4000):</b>	<b>\$20,000.00</b>	<b>\$6,103.43</b>	<b>\$25,000</b>
<b>5000 SERVICES, OTHER OPERATING EXPENSES</b>			
5200 Travel, Conference & Other Reimbursement	15,000.00	3,989.19	15,000
Mileage	1,000.00	127.98	1,000
Conference			
Other	1,206.60	350.00	400.00
5300 Dues and Memberships	4,000.00	5,786.00	4,000
5500 Utilities and Housekeeping Services			
Telephone			
Other	5,000.00		
5600 Rentals, Leases, Repairs			
Advertising		4,731.71	
Machine Maintenance Contracts	4,000.00		4,000
Consultants	15,000.00		15,000
5700 Inter-Program Services (Printing, Repairs)	15,000.00	1,693.59	15,000

	COLUMN 1 2014-15 ADOPTED BUDGET	COLUMN 2 2014-15 ACTUAL OR ESTIMATED	COLUMN 3 2015-16 BUDGET
Other	5,000.00	26,216.00	5,000
5800 Other Services and Expenditures	15,000.00		15,000
Advertising	20,000.00		20,000
Consultants			15,000
Other	15,000.00		
<b>SUBTOTAL (5000):</b>	<b>\$115,206.60</b>	<b>\$42,894.47</b>	<b>\$109,400.00</b>
<b>6000 CAPITAL OUTLAY</b>			
6400 Equipment (Audio Visual Equipment)		16,646.69	3,715
6500 Equipment Replacements	6,000.00		5,000
<b>SUBTOTAL (6000):</b>	<b>\$6,000.00</b>	<b>\$16,646.69</b>	<b>\$8,715</b>
<b>TOTAL EXPENDITURES</b>	<b>\$726,384.00</b>	<b>\$569,341.51</b>	<b>\$831,643.72</b>

Includes 5% retro pay and 2% raise for fiscal year 2015-2016  
**\$831,643.72**

### Certification

I, Personnel Commission Chairman, hereby certifies that in accordance with Education Code section 45253, a public hearing was held on **May 28, 2015**, following which this budget was adopted by the Personnel Commission of the **San Bernardino City Unified School District**. I further certify that the Personnel Commission has discharged all of its responsibilities in accordance with Education Code Section 45253.

The District's Chief Business Official certifies to above budget being completely and accurately reflected in District's Adopted Budget.

\_\_\_\_\_  
**PERSONNEL COMMISSION CHAIRMAN**  
*(Signature)*

\_\_\_\_\_  
**APPROVED BY:** *(Signature)*  
**SAN BERNARDINO COUNTY**  
**SUPERINTENDENT OF SCHOOL**

**Date :** \_\_\_\_\_

**Date :** \_\_\_\_\_

\_\_\_\_\_  
**DISTRICT CHIEF BUSINESS OFFICIAL** *(Signature)*

**Date:** \_\_\_\_\_

# Expenditure Balances

District 76 -- San Bernardino City Unified

As of 5/27/2015

Object	Adopted Budget	Budget Adjustments	Current Budget	Actual	Encumbrances	Remaining Balance	Pct. Spent
Management 071 -- HR/PERSONNEL COMMISSION							
2000-2999 CLASSIFIED SALARIES							
2312 -- MNGT- DIRECTOR/ASST D..REGULAR	124,892.40	-42,136.62	82,755.78	84,044.48	0.00	-1,288.70	101.6
2340 -- MANAGEMENT SUB	0.00	42,136.62	42,136.62	46,582.12	0.00	-4,445.50	110.6
2350 -- BOARD & COMMISSION.....REGULAR	3,000.00	0.00	3,000.00	1,400.00	0.00	1,600.00	46.7
2410 -- CLERK/BIL CLERK.....REGULAR	33,616.00	-17,550.00	16,066.00	15,805.14	0.00	260.86	98.4
2411 -- CLERK/TECHNCN-SPECIALIZD...REG	110,813.00	0.00	110,813.00	46,015.56	0.00	64,797.44	41.5
2413 -- SECRETARY/BIL SECY.....REGULAR	48,012.00	0.00	48,012.00	42,532.56	0.00	5,479.44	88.6
2414 -- TECHNICAL/FINANCIAL/OFFC...REG	67,707.00	0.00	67,707.00	39,830.04	0.00	27,876.96	58.8
2420 -- CLERICAL OT	0.00	2,500.00	2,500.00	4,862.72	0.00	-2,362.72	194.5
2440 -- CLERICAL SUB	0.00	15,000.00	15,000.00	16,467.11	0.00	-1,467.11	109.8
Total 2000-2999 CLASSIFIED SALARIES	388,040.40	-50.00	387,990.40	297,539.73	0.00	90,450.67	76.7
3000-3999 EMPLOYEE BENEFITS							
3202 -- PERS- CLASSIFIED	45,676.00	0.00	45,676.00	26,348.70	0.00	19,327.30	57.7
3312 -- SOCIAL SECURITY- CLASSIFIED	24,059.00	0.00	24,059.00	14,271.04	0.00	9,787.96	59.3
3332 -- MEDICARE- CLASSIFIED	5,627.00	0.00	5,627.00	4,084.20	0.00	1,542.80	72.6
3352 -- PARS- CLASSIFIED	0.00	50.00	50.00	49.07	0.00	0.93	98.1
3412 -- HEALTH & WELFARE- CLASSIFIED	105,939.00	0.00	105,939.00	42,097.39	0.00	63,841.61	39.7
3502 -- STATE UNEMPLOYMENT- CLASSIFIED	194.00	0.00	194.00	148.16	0.00	45.84	76.4
3602 -- WORKERS COMP- CLASSIFIED	6,907.00	0.00	6,907.00	5,271.22	0.00	1,635.78	76.3
3702 -- OPEB-RETIREE BENEFITS CLASSIF	4,051.00	0.00	4,051.00	2,418.79	0.00	1,632.21	59.7
3752 -- OTHER POST EMP BENEFIT CLASS	4,684.00	0.00	4,684.00	2,814.38	0.00	1,869.62	60.1
3999 -- PAYROLL MAPPING ERRORS	0.00	0.00	0.00	4,716.78	0.00	-4,716.78	--
Total 3000-3999 EMPLOYEE BENEFITS	197,137.00	50.00	197,187.00	102,219.73	0.00	94,967.27	51.8
4000-4999 BOOKS AND SUPPLIES							
4210 -- OTHER BOOKS (NOT TEXTS)	3,000.00	0.00	3,000.00	0.00	0.00	3,000.00	0.0
4340 -- COMP SOFTWARE & RELATE EXPENSE	500.00	-135.05	364.95	364.46	0.00	0.49	99.9
4350 -- OFFICE SUPPLIES	8,000.00	-2,659.95	5,340.05	4,920.02	0.00	420.03	92.1
4390 -- OTHER MATERIALS	4,500.00	-720.00	3,780.00	-3,059.22	3.54	6,835.68	-80.9

Selection Criteria: District = 76; Management = 071; Restricted & Unrestricted Filtered By: 76.dctomas.External 1

# Expenditure Balances

District 76 -- San Bernardino City Unified

As of 5/27/2015

Object	Adopted Budget	Budget Adjustments	Current Budget	Actual	Encumbrances	Remaining Balance	Pct. Spent
4440 -- COMPUTER NON-DPRC. EQUIPMENT	2,000.00	1,870.00	3,870.00	2,653.54	1,221.09	-4.63	68.6
4450 -- OFFICE NON-DPRC. EQUIPMENT	2,000.00	-762.00	1,238.00	0.00	0.00	1,238.00	0.0
Total 4000-4999 BOOKS AND SUPPLIES	20,000.00	-2,407.00	17,593.00	4,878.80	1,224.63	11,489.57	27.7
5000-5999 SERVICES, OTHER OPER. EXPENSE							
5220 -- INSERVICE & BUSINESS EXPENSE	15,000.00	-1,120.00	13,880.00	3,989.19	0.00	9,890.81	28.7
5229 -- VARIABLE MILEAGE	1,000.00	0.00	1,000.00	127.98	0.00	872.02	12.8
5300 -- DUES & MEMBERSHIPS*	4,000.00	2,240.00	6,240.00	4,668.00	1,118.00	454.00	74.8
5538 -- BOTTLED WATER SERVICE	400.00	0.00	400.00	334.13	15.87	50.00	83.5
5630 -- REPAIRS/OUTSIDE SERVICES	5,000.00	0.00	5,000.00	0.00	0.00	5,000.00	0.0
5633 -- MAINTENANCE AGREEMENTS	4,000.00	0.00	4,000.00	-268.29	0.00	4,268.29	-6.7
5713 -- INTERPRGM: PRINTING & DUP SVS	0.00	14.40	14.40	38.40	0.00	-24.00	266.7
5714 -- INTERPRGM: WORK ORDERS	5,000.00	0.00	5,000.00	41.00	0.00	4,959.00	0.8
5717 -- INTERPRGM: POSTAGE	5,000.00	0.00	5,000.00	347.75	0.00	4,652.25	7.0
5718 -- INTERPRGM: COMPUTER REPAIR	0.00	600.00	600.00	600.00	0.00	0.00	100.0
5752 -- INTERFUND: CATERING	5,000.00	0.00	5,000.00	866.44	0.00	4,133.56	17.3
5810 -- CONTRACTED SERVICES	15,000.00	-10,312.00	4,688.00	0.00	0.00	4,688.00	0.0
5823 -- LEGAL FEES	806.60	0.00	806.60	0.00	0.00	806.60	0.0
5830 -- ADVERTISEMENT	20,000.00	0.00	20,000.00	0.00	5,000.00	15,000.00	0.0
5840 -- COMPUTER/TECH FEES, TRNG, SVS	15,000.00	16,999.00	31,999.00	29,004.03	1,944.97	1,050.00	90.6
5850 -- INDEP CONTRACTOR/CONSULTANT	15,000.00	-15,000.00	0.00	-4,733.00	0.00	4,733.00	--
5890 -- OUTSIDE PRINTING/DUPLICATING	5,000.00	-1,661.40	3,338.60	0.00	0.00	3,338.60	0.0
Total 5000-5999 SERVICES, OTHER OPER. EXPENSE	115,206.60	-8,240.00	106,966.60	35,015.63	8,078.84	63,872.13	32.7
6000-6899 CAPITAL OUTLAY							
6410 -- Furniture & Equipment	0.00	16,647.00	16,647.00	16,646.69	0.00	0.31	100.0
6450 -- COMPUTERS & OTH COMP HARDWARE	6,000.00	-6,000.00	0.00	0.00	0.00	0.00	--
Total 6000-6899 CAPITAL OUTLAY	6,000.00	10,647.00	16,647.00	16,646.69	0.00	0.31	100.0
Total HR/PERSONNEL COMMISSION	726,384.00	0.00	726,384.00	456,300.58	9,303.47	260,779.95	62.8

Selection Criteria: District = 76; Management = 071; Restricted & Unrestricted Filtered By: 76.dctomas.External 1



San Bernardino County  
Superintendent of Schools

Ted Alejandro  
County Superintendent

*Transforming lives through education*

March 23, 2015

Bulletin No. 15-051

TO: Chief Business Official and Personnel Commission Chair Person  
San Bernardino City USD  
Victor Valley Union High School District

SUBJECT: 2015-16 PERSONNEL COMMISSION BUDGET

The procedure for adopting the annual budget of the Personnel Commission in a merit system district is outlined below in conformance with Education Code 45253.

1. The Commission shall prepare an annual budget for its own office which, upon the approval of the County Superintendent of Schools, shall be included by the governing board in the regular budget of the school district.
2. The budget shall be prepared for a public hearing by the Commission to be held not later than May 30 of each year, or a date agreed upon between the Governing Board and the Personnel Commission to coincide with the process of adoption of the school district budget.
3. The Commission shall forward a copy of its proposed budget to the governing board indicating the time, date, and place for the public hearing of the budget, and shall invite board and district administration representatives to attend and present their views. The Commission shall fully consider the views of the governing board prior to adoption of its proposed budget.
4. The Commission shall then forward its proposed budget to the County Superintendent of Schools for action.

Attached is the "2015-16 Personnel Commission Budget" form to complete your 2015-16 budget. Please return two copies to Lupe Saldivar of this office no later than June 1, 2015.

**If your hearing is in connection with the district's Adopted Budget Certification, and it is agreed upon by the Governing Board and the Personnel Commission, please advise us of that date as soon as possible. After approval, one signed copy will be returned to you.**

Sincerely,

Ted Alejandro  
County Superintendent of Schools  
*Signed by Cynna Hinkle*  
Director  
Business Advisory Services

CH:ls

Attachment: "2015-16 Personnel Commission Budget" Form

Business Services • Richard De Nava, Assistant Superintendent

Business Advisory Services • Cynna Hinkle, Director  
740 East Brier Drive • San Bernardino, CA 92408 • P: 909.385.9676 • F: 909.386.9690 • www.sbcss.k12.ca.us



**2015-2016 PERSONNEL COMMISSION BUDGET**

**DISTRICT San Bernardino City Unified School District**

*Please complete the following Account Code Information:*

FUND	RESOURCE	PROGRAM	FUNCTION	OBJECT	SCHOOL	MANAGEMENT
01	0000	0000	7490		842	071

*Please submit the completed budget on or before June 1, 2015 to SBCSS- Business Advisory Services, 760 E. Brier Dr., San Bernardino, CA 92408, Attention: Lupe Saldivar.*

	COLUMN 1 2014-15 ADOPTED BUDGET	COLUMN 2 2014-15 ACTUAL OR ESTIMATED	COLUMN 3 2015-16 BUDGET
<b>2000 CLASSIFIED SALARIES:</b>			
District Administrative Personnel	72,772	67,707.00	69,720.56
Commission Members	3,600	3,600	3,600
Director	113,385	124,892.40	132,486.98
Secretaries/Clerks	180,373	180,373.00	242,153.19
Other:	9,500	10,000	10,000
<b>SUBTOTAL (2000):</b>	<b>\$379,630.00</b>	<b>\$386,572.40</b>	<b>\$457,960.73</b>
<b>3000 EMPLOYEE BENEFITS:</b>			
3100 STRS			
3200 PERS	41,275	45,676	54,254.61
3300 OASDI/ARS/MEDICARE	28,193	29,686	35,034.00
3400 Health and Welfare	79,824	105,939.00	122,590.00
3500 Unemployment Insurance	4,054	194.00	228.98
3600 Workers' Compensation Insurance	4201.00	6907.00	8,151.70
3700 Other Benefits	8295.00	8295.00	10,308.70
<b>SUBTOTAL (3000):</b>	<b>\$165,842.00</b>	<b>\$196,697.00</b>	<b>\$230,567.99</b>

	COLUMN 1 2014-15 ADOPTED BUDGET	COLUMN 2 2014-15 ACTUAL OR ESTIMATED	COLUMN 3 2015-16 BUDGET
<b>4000 BOOKS AND SUPPLIES:</b>			
4200 Other Books	3,000	3,000	3,000
4300 Other Supplies	4,000	4,000	4,000
Literature/Periodicals			
Printing and Forms	7,000	7,000	7,000
Office Supplies	7,000	7,000	7,000
Miscellaneous	4,000	4,000	4,000
Other:			
<b>SUBTOTAL (4000):</b>	<b>\$25,000</b>	<b>\$25,000</b>	<b>\$25,000</b>
<b>5000 SERVICES, OTHER OPERATING EXPENSES</b>			
5200 Travel, Conference & Other Reimbursement	15,000	15,000	15,000
Mileage	1000.00	1,000.00	1,000
Conference			
Other	400	400	400.00
5300 Dues and Memberships	4,000	4,000	4,000
5500 Utilities and Housekeeping Services			
Telephone			
Other			
5600 Rentals, Leases, Repairs			
Advertising			
Machine Maintenance Contracts	4,000	4,000	4,000
Consultants	15,000	15,000	15,000
5700 Inter-Program Services (Printing, Repairs)	15,000	15,000	15,000

	COLUMN 1 2014-15 ADOPTED BUDGET	COLUMN 2 2014-15 ACTUAL OR ESTIMATED	COLUMN 3 2015-16 BUDGET
Other	5000	5000	5,000
5800 Other Services and Expenditures	15,000	15,000	15,000
Advertising	20,000	20,000	20,000
Consultants	15,000	15,000	15,000
Other			
<b>SUBTOTAL (5000):</b>	<b>\$109,400.00</b>	<b>\$109,400.00</b>	<b>\$109,400.00</b>
<b>6000 CAPITAL OUTLAY</b>			
6400 Equipment (Audio Visual Equipment)	3,715	3,715	3,715
6500 Equipment Replacements	5,000	5,000	5,000
<b>SUBTOTAL (6000):</b>	<b>\$8,715</b>	<b>\$8,715</b>	<b>\$8,715</b>
<b>TOTAL EXPENDITURES</b>	<b>\$726,384.00</b>	<b>\$726,384.00</b>	<b>\$831,643.72</b>

Includes 5% retro pay and 2% raise for fiscal year 2015-2016  
**\$831,643.72**

### Certification

I, Personnel Commission Chairman, hereby certifies that in accordance with Education Code section 45253, a public hearing was held on **May 6, 2015**, following which this budget was adopted by the Personnel Commission of the **San Bernardino City Unified School District**. I further certify that the Personnel Commission has discharged all of its responsibilities in accordance with Education Code Section 45253.

The District's Chief Business Official certifies to above budget being completely and accurately reflected in District's Adopted Budget.

  
**PERSONNEL COMMISSION CHAIRMAN**  
*(Signature)*

**APPROVED BY:** *(Signature)*  
**SAN BERNARDINO COUNTY**  
**SUPERINTENDENT OF SCHOOL**

Date: May 13, 2015

Date: \_\_\_\_\_

  
**DISTRICT CHIEF BUSINESS OFFICIAL** *(Signature)*

Date: May 15, 2015



# San Bernardino City Unified School District Personnel Commission

Classification Specification			
Job Code:	0427	Work Year:	9-12 months
Job Family:	Food Services	Salary Range:	26A
FLSA Status:	Non-Exempt	HR/Day:	2-6
		EEOC Occupational Group:	4 - Food

## CAFETERIA WORKER

### **JOB SUMMARY:**

Participates in the quantity preparation and serving of foods; participates in maintaining nutrition service facilities in a sanitary and orderly condition; counts money and makes change; and learns and operates automated sales record keeping equipment.

### **ESSENTIAL JOB FUNCTIONS:**

Duties may include, but are not limited to, the following:

- Performs a variety of food preparation tasks in the preparation of hot and cold foods, such as cutting and slicing fruits and vegetables, preparing dessert items from mixes, and panning foods, applying spreads to breads, assembling sandwiches, mixing salads, frying French fries, heating soups and sauces, and making milk shakes.
- Places food in warmers, ovens, steam tables, ice tables, chilling units, and racks.
- Assists in the preparation of a la carte items.
- Serves food to students and staff.
- Collects monies, enters data into sales record keeping equipment and makes change.
- Counts money collected and prepares cash report.
- Counts and arranges prepackaged foods, snack and beverage items.
- Prepares records to replenish sully and to return damaged and outdated items.
- Participates in the cleaning of utensils, appliances and facilities.
- Arranges food and supply stores in proper order.
- Performs related duties as assigned

### **DISTINGUISHING CHARACTERISTICS:**

This is the entry level in the cafeteria worker series. Incumbents initially perform the more routine duties assigned to positions in this class. However, as experience is gained, incumbents are expected to perform the full range of duties assigned with increasing independence. This class is distinguished from the Senior Cafeteria Worker class in that the latter performs the more responsible duties associated with food preparation, serving and ordering, and trains and monitors the work of Cafeteria Workers, as assigned, at the middle or high school.

### **EMPLOYMENT STANDARDS**

#### **KNOWLEDGE, SKILLS, ABILITIES AND OTHER CHARACTERISTICS:**

- Food preparation/service methods, utensils, equipment and materials.
- Basic arithmetic.
- Operate food service and related equipment, found in a cooking environment.
- Count money, make change and make accurate arithmetic calculations.
- Maintain simple records.
- Learn and operate a computer terminal and related equipment at a rudimentary level.
- Communicate effectively, both orally and in writing.
- Understand and carry out oral and written directions.
- Establish and maintain cooperative working relationships with those contacted in the course of work.
- Learn and follow District policies, rules, regulations and practices.
- Interact with others with courtesy and respect.

**EXPERIENCE AND EDUCATION/TRAINING: None**

Six (6) months experience performing food preparation/cooking tasks, including, but not limited to home food preparation

AND

High School Graduation or the equivalent.

**LICENSES/CERTIFICATES/REGISTRATIONS (At time of appointment and during employment)**

- Possession of an appropriate, valid Food Handlers Card, provided by the District. within 3 months of appointment at the time of appointment and maintained throughout to and during employment in a position in this class.

**WORKING ENVIRONMENT:**

Indoor environment; may be subjected to extreme hot or cold temperatures for a short period of time; subject to regular exposure to food substances and cleaning products.

**PHYSICAL LEVEL 2: MODERATE:**

*Positions in this physical level may require the following physical demands:*

Stand, walk, and sit for extended periods of time; lift carry, move, transfer, and position objects weighing up to 50 pounds; manipulate hands and fingers to operate equipment relevant to position requirements; maneuver, carry, push or pull job equipment assigned to the position, such as lifting, positioning, moving and transferring objects or students from one location to another; reach overhead, above the shoulders, and horizontally; bend at the waist, kneel, stoop, and crouch; run; see to monitor work environment and accomplish assigned tasks; hear and speak clearly to exchange information.

**APPOINTMENT:**

Persons appointed to this position must successfully complete a 6 month (or 130 working days of paid service) probation period prior to permanent appointment.