



OCEAN VIEW SCHOOL DISTRICT



PERSONNEL COMMISSION AGENDA

Thursday, December 9, 2021

REGULAR MEETING

4:30 p.m.

Board Room, Building A

Classified Employees
in **PARTNERSHIP** with **EDUCATION**
Personnel Commission
1966 – 2021

PERSONNEL COMMISSION:
Daniel P. Gooch, Chair
Bob Ewing, Vice-Chair
Lance Bidnick, Member

A G E N D A

PERSONNEL COMMISSION

OCEAN VIEW
SCHOOL DISTRICT

REGULAR MEETING

THURSDAY, DECEMBER 9, 2021
4:30 p.m.
BOARD ROOM, BUILDING A

1. CALL TO ORDER

TIME: _____ p.m.

2. PLEDGE OF ALLEGIANCE

3. ROLL CALL

4. **ELECTION OF OFFICERS:** In accordance with Merit Rule 2.1.6, the Personnel Commission shall elect one its members as Chair and another as Vice-Chair.

ACTION

Chair: Nominee: _____
 Elected: _____

Moved: _____
Second: _____
Vote: _____

Vice Chair: Nominee: _____
 Elected: _____

Moved: _____
Second: _____
Vote: _____

5. **PUBLIC COMMENTS:** Personnel Commission meetings will be held in-person and are open to the public. Public comments must be made in-person in order to be heard by the Personnel Commission.

The Personnel Commission welcomes comments or concerns on any item within the jurisdiction of the Personnel Commission. If you wish to address an item on the agenda, please indicate when, at this point, or at the time the agenda item is discussed.

Please note that masks are required to be worn inside the Board Room.

6. **APPROVAL OF MINUTES:** The Personnel Commission will receive the minutes of the November 18, 2021, Regular Personnel Commission meeting for approval.

ACTION
Pages 1-3
Moved: _____
Second: _____
Vote: _____

COMMISSION BUSINESS

7. **CONSENT CALENDAR:** The Personnel Commission will receive the following items on the Consent Calendar:

ACTION
Page 4
Moved: ____
Second: ____
Vote: ____

A. JOB DESCRIPTION REVIEWS/REVISIONS:

There are no job description reviews or revisions requiring approval at this time.

B. RECRUITMENT AND TESTING:

ELIGIBILITY LIST(S): The Personnel Commission will receive the Director’s recommendation to certify the following eligibility lists. *(Eligibility lists provided to Commissioners only.)*

- 2021-16 Instructional Assistant – ABA (*CORRECTED*)
- 2021-27 Instructional Assistant – ABA (*CORRECTED*)
- 2021-33 Instructional Assistant – ABA (*CORRECTED*)
- 2021-40 Noon Duty Supervisor
- 2021-41 Custodian
- 2021-42 Lead Evening Custodian
- 2021-43 ALC (Alternative Learning Center) Attendant

8. **CLASSIFIED PERSONNEL ACTIVITY LISTS:** The Personnel Commission will receive for information the following Classified Personnel Activity List received by the Board of Trustees for approval at the Ocean View School District, Regular Board Meeting of:

INFORMATION
Pages 5-6

- November 16, 2021 (Exhibit A)

9. **RESTRUCTURING OF FOOD AND NUTRITION SERVICES DEPARTMENT** – The Personnel Commission will receive the Director’s recommendation to review, discuss, and approve revisions to job descriptions for Director, Food Services, Lead Food Service Worker, and Food Service Worker, proposed new classifications of Central Kitchen Supervisor, Food and Nutrition Services Operations Supervisor, Central Kitchen Lead Food Service Worker, and Cook, and proposed change in job series/job family title from Food Services Series to Food and Nutrition Service Series.

ACTION
Page 7-44
Moved: ____
Second: ____
Vote: ____

10. **REMOVAL OF NAME FROM ELIGIBILITY LIST:** The Personnel Commission will receive the Director’s recommendation to remove the name of a candidate from an eligibility list in accordance with Merit System Rule 6.1.8. *(Copy of letter provided to Commissioners only.)*

ACTION
Page 45-46
Moved: ____
Second: ____
Vote: ____

COMMUNICATIONS

11. SECOND PUBLIC COMMENTS: The Personnel Commission welcomes comments or concerns on any item within the jurisdiction of the Personnel Commission.

12. COMMISSIONER REPORTS

13. DIRECTOR AND STAFF REPORTS

14. ADJOURNMENT

TIME: _____ p.m.

ACTION

Moved: _____

Second: _____

Vote: _____

The Ocean View School District Personnel Commission meets on the second Thursday of each month at 4:30 p.m. unless otherwise noted. Agendas are posted and are available 72 hours in advance of each regular meeting on the bulletin board outside the Board Room and on the District website, www.ovsd.org.

Agenda items must be submitted in writing to the Director, Classified Personnel at mvellanoweth@ovsd.org no later than the end of the working day seven days preceding the next Commission meeting. Items submitted less than a week before the scheduled meeting date may be postponed to a later meeting in order to allow sufficient time for consideration and research of the issue.

Persons requiring accommodation in order to view the agenda or participate in the meeting may make the request for accommodation by contacting the Personnel Commission Office at 714-847-2551, extension 1400, 1401, or mvellanoweth@ovsd.org or meifert@ovsd.org at least 48 hours in advance of the meeting. (Government Code 54954.2 (a)1).

Safety protocol reminders when attending Personnel Commission meetings in person:

- *Before entering the building, please perform the self “wellness check” posted on the entrance. If you answer Yes to any of the questions, please do not enter the premises.*
- *As you enter the meeting room, use hand sanitizer, which is located on the wall at both entrances.*
- *Wear a face covering at all times while in the meeting room.*
- *Practice social distancing by keeping 6 feet between yourself and others at all times.*

OCEAN VIEW SCHOOL DISTRICT
Regular Personnel Commission Meeting Minutes
November 18, 2021
4:30 p.m.

- CALL TO ORDER** Commissioner Gooch called the November 18, 2021, Regular Personnel Commission Meeting to order at 4:32 p.m.
- PLEDGE OF ALLEGIANCE** Keith Farrow, Assistant Superintendent, Administrative Services, led the pledge of allegiance.
- ROLL CALL** All Personnel Commissioners were present.
- STAFF MEMBERS PRESENT** Michelle Vellanoweth, Director of Classified Personnel; Michelle Eifert, Personnel Assistant; Betzabeth Vazquez, Personnel Analyst
- REPORT OUT OF CLOSED SESSION** Commissioner Gooch reported that there was nothing to report out from Closed Session.
- PUBLIC COMMENTS** There were no comments from the public at this time.
- APPROVAL OF MINUTES** Motion by Commissioner Ewing to approve the minutes of the October 14, 2021, Regular Personnel Commission meeting.
- Seconded by Commissioner Gooch, and carried with a 2:0 vote.
- Commissioner Bidnick abstained as he had to leave the October 14, 2021, Personnel Commission meeting early and was not present for the entire meeting.
- APPROVAL OF MINUTES** Motion by Commissioner Bidnick to approve the minutes of the November 4, 2021, Special Personnel Commission meeting.
- Seconded by Commissioner Ewing, and carried with a 3:0 vote.
- CONSENT CALENDAR** The following job description reviews/revisions were received on the Consent Calendar:
- A. Job Description Reviews/Revisions:
- There were no job description reviews or revisions submitted for approval.
- The following recruitment and testing – eligibility lists were received on the Consent Calendar:
- B. Recruitment and Testing – Eligibility Lists:
- 2021-25 Noon Duty Supervisor
 - 2021-26 Noon Duty Supervisor
 - 2021-27 Instructional Assistant – ABA
 - 2021-28 Maintenance HVAC Mechanic
 - 2021-29 School Library Specialist
 - 2021-30 School Health Technician
 - 2021-31 Director of Child Development Programs
 - 2021-32 Instructional Assistant
 - 2021-33 Instructional Assistant – ABA
 - 2021-34 School Office Manager
 - 2021-35 School Office Manager - Bilingual

**CONSENT
CALENDAR
(CONTINUED)**

- 2021-36 Child Care Attendant
- 2021-37 Early Learning Instructional Assistant
- 2021-38 Child Care Program Facilitator
- 2021-39 Maintenance Worker

Director Vellanoweth pointed out that the Eligibility List memo has been updated to reflect additional recruitment information in an effort to be more transparent. The memo now includes the number of applicants, number of eligibles, number of ranks, and the list type.

Motion by Commissioner Ewing to approve the Consent Calendar.

Seconded by Commissioner Bidnick, and carried with a 3:0 vote.

**CLASSIFIED
PERSONNEL
ACTIVITY LISTS**

The Personnel Commission received for information only, the Classified Activity Lists that were presented for approval at the Board of Trustees meetings of October 12, 2021, and October 26, 2021.

**REMOVAL OF NAME
FROM ELIGIBILITY
LIST**

Director Vellanoweth stated that Commission rules allow for the removal of names from eligibility lists for a variety of reasons. The letters that were sent to the candidates were provided to the Commissioners, which provided the reasons for the recommendation for removal from the eligibility lists. As a point of reference, the agendas will now identify applicants by their Edjoin applicant I.D. rather than their name.

Motion by Commissioner Ewing to approve the Removal of Names from Eligibility Lists.

Seconded by Commissioner Bidnick, and carried with a 3:0 vote.

**SECOND PUBLIC
COMMENTS**

Phi Tran, CSEA liaison to the Personnel Commission, welcomed some members in the audience, Jason Bozarth, CSEA Chapter 375 President, Brandi Knox, CSEA Chapter 375 Secretary, and Linda Vaughan, Chairperson of the CSEA Merit System Committee, and Personnel Commissioner in Long Beach Unified School District.

A tentative agreement has been reached and is in the process of being set up for a ratification vote for CSEA members. PAL meetings with the Superintendent and Cabinet continue where difficult but productive conversations are taking place on how to better communicate with each other. He appreciated the changes to the Personnel Commission agenda, seeing more information shared on it, which should really help everyone understand the work the Personnel Commission is doing.

At the State level, he has just returned from a Super Session, along with Miss Vaughan. It was the first in-person CSEA event held in almost two years. It was held over three days. They heard updates and honored the people who signed the legislation protecting classified employees regarding layoffs.

It has been heard that many chapters are considering merit system petitions in anticipation of AB289. Ocean View's Committee is currently preparing for next year's Classified Employee Week theme. There will be a virtual Communication's Academy in 2022.

MINUTES OF THE NOVEMBER 18, 2021, PERSONNEL COMMISSION MEETING – PAGE 3

**SECOND PUBLIC
COMMENTS
(CONTINUED)**

Association President, Shane Dishman has been recording bi-weekly videos called What's the Word. He meets with different chapters, either in person or via Zoom. Jason Bozarth was featured on a statewide video and it can be found on YouTube. The new CSEA.com statewide website will be launched in January.

**COMMISSIONER
REPORTS**

Commissioner Bidnick stated that he was fortunate to be able to attend the Marine View Grand Reopening.

Commissioner Ewing stated that he too attended the Marine View Grand Reopening. He mentioned that his daughter attended Marine View the first year that it was a middle school. He also announced that December 9, 2021, is the date for the next Personnel Commission meeting.

Commissioner Gooch had nothing to report.

**DIRECTOR AND
STAFF REPORTS**

Director Vellanoweth affirmed that the next Personnel Commission meeting is scheduled for December 9, 2021. Next week is Thanksgiving recess. The schools will be closed but the District Office will be open Monday, Tuesday, and Wednesday. A brief recruitment update was included in the Commissioner packets. Currently, there are nine classifications open for application on Edjoin, thirty recruitments in progress, and four more in the queue to be posted. Director Vellanoweth thanked the Superintendent, Cabinet, Principals, Department Heads, and CSEA for their collaboration in working with Classified Personnel to help with providing suggestions and working with us to become more effective, efficient, and transparent in our recruitment processes. She attended a joint CSEA/OVSD meeting on November 8, 2021. It was a great opportunity to develop some proactive communications and jointly determine how to resolve current issues, utilizing PAL practices. She also attended the Marine View Grand Reopening, which was a wonderful event. Applications for Classified School Employee of the Year are being accepted through December 15, 2021. Director Vellanoweth shared that she is extremely thankful to be able to work with such wonderful people on all levels. They really do make the difference and get us through the challenging times. She wished everyone a happy Thanksgiving.

ADJOURNMENT

Commissioner Gooch asked for a motion to adjourn.

Motion by Commissioner Ewing to adjourn the meeting.

Motion was seconded by Commissioner Bidnick and carried with a 3:0 vote at 4:47 p.m.

Michelle Vellanoweth, Director, Classified Personnel
Secretary to the Personnel Commission

Date

OCEAN VIEW SCHOOL DISTRICT
PERSONNEL COMMISSION

Memo

TO: Personnel Commissioners

FROM: Michelle Eifert
Personnel Assistant

DATE: December 9, 2021

SUBJECT: Agenda Item No. 7B.: ELIGIBILITY LIST(S)

Background Information

The following eligibility list(s) are forwarded for approval. These lists are confidential within the meaning of Education Code Section 45274 and Government Code Section 6254(g) along with other examination records and data. (Eligibility Lists to Commissioners only).

List No.	Classification	No. of Applicants	No. of Ranks	No. of New/Merged Eligibles	List Type
2021-16	Instructional Assistant – ABA (<i>Corrected</i>)	16	6	8	Open and Promotional
2021-27	Instructional Assistant – ABA (<i>Corrected</i>)	8	5	5	Open and Promotional
2021-33	Instructional Assistant – ABA (<i>Corrected</i>)	6	3	6	Open, Merge, and Promotional
2021-40	Noon Duty Supervisor	7	4	4	Open and Promotional
2021-41	Custodian	24	6	7	Open, Merge, and Promotional
2021-42	Lead Evening Custodian	14	3	3	Open, Merge, and Promotional
2021-43	ALC (Alternative Learning Center) Attendant	7	4	4	Open and Promotional

Recommendation

The Director of Classified Personnel recommends the Personnel Commission approve the following Classified Personnel Eligibility Lists: 2021-16, 2021-27, 2021-33, and 2021-40 through 2021-43.

OCEAN VIEW SCHOOL DISTRICT
PERSONNEL COMMISSION

Memo

TO: Personnel Commissioners

FROM: Michelle Eifert
Personnel Assistant

DATE: December 9, 2021

SUBJECT: Agenda Item No. 8: CLASSIFIED PERSONNEL ACTIVITY LIST(S)

Background Information

At the Ocean View School District, Regular Board Meeting(s) of:

- November 16, 2021 (Exhibit A)

The Board of Trustees received the above Classified Personnel Activity List(s) for approval.

These lists are provided for the Personnel Commissioners to review classified employee activity recently processed by Classified Personnel staff.

Recommendation

The Director of Classified Personnel recommends that the Personnel Commission receive the Classified Personnel Activity List(s) of November 16, 2021.

OCEAN VIEW SCHOOL DISTRICT
Huntington Beach, California
Classified Personnel
November 16, 2021

Approve Promotion
In accordance with Merit System Testing Procedures:

<u>NAME</u>	<u>POSITION</u>	<u>SITE</u>	<u>RANGE/ STEP</u>	<u>EFFECTIVE DATE</u>
Bourdeau Rubio, Cary	Delivery Worker	Food Services	31.1	10/18/21

Approve Employment
In accordance with Merit System Testing Procedures:

<u>NAME</u>	<u>POSITION</u>	<u>SITE</u>	<u>RANGE/ STEP</u>	<u>EFFECTIVE DATE</u>
Gerges, Rania	Instructional Assistant – ABA	Hope View	26.1	11/01/21
Medina, Gregory	Maintenance Electrician	Facilities	41.1	11/01/21

Approve Substitute Employment
In accordance with Merit System Testing Procedures:

<u>NAME</u>	<u>POSITION</u>	<u>STATUS</u>	<u>RANGE/ STEP</u>	<u>EFFECTIVE DATE</u>
Arevalo, Amanda	School Office Clerk	Substitute	28.1	10/18/21
Arevalo, Amanda	School Office Manager	Substitute	36.1	10/18/21
Arevalo, Amanda	Department Secretary	Substitute	36.1	10/18/21
Arevalo, Amanda	Intermediate Clerk Typist	Substitute	28.1	10/18/21
Arevalo, Amanda	District Receptionist	Substitute	31.1	10/18/21
Benson, Corrie	Food Service Worker	Substitute	18.1	10/29/21
Buckingham, Lauren	Instructional Assistant – ABA	Substitute	26.1	10/29/21
Carr, Aundrea	Child Care Attendant	Substitute	18.1	10/29/21
Esquivel, Gloria	Noon Duty Supervisor	Substitute	21.1	10/29/21
Flores Delgado, Jesus	Instructional Assistant	Substitute	18.1	10/15/21
McMahan, Kelli	Food Service Worker	Substitute	18.1	10/29/21
Morales, Melanie	School Office Clerk	Substitute	28.1	10/18/21
Morales, Melanie	School Office Manager	Substitute	36.1	10/18/21
Morales, Melanie	Department Secretary	Substitute	36.1	10/18/21
Morales, Melanie	Intermediate Clerk Typist	Substitute	28.1	10/18/21
Morales, Melanie	District Receptionist	Substitute	31.1	10/18/21

Approve Separation - Resignation
In accordance with Merit System Rules 8.1 to 8.6:

<u>NAME</u>	<u>POSITION</u>	<u>SITE</u>	<u>BEGINNING DATE</u>	<u>EFFECTIVE DATE</u>
Gonzalez, Jessica	Payroll Technician	District Office	03/04/19	11/05/21
Weaver, Andrew	Custodian	Mesa View	05/30/19	10/29/21

OCEAN VIEW SCHOOL DISTRICT
PERSONNEL COMMISSION

Memo

TO: Personnel Commissioners

FROM: Michelle Vellanoweth
Director of Classified Personnel

DATE: December 9, 2021

SUBJECT: Agenda Item No.9: Restructuring of Food and Nutrition Services Department

Background Information

In December 2019, Ocean View School District unveiled its new, state of the art, central kitchen facility. This facility was designed and built for the production of fresh, scratch-made products to meet the nutritional needs of our students versus relying on outside vendor's processed foods.

As the facility was nearing completion in the fall of 2019 the Director, Classified Personnel and Director, Food and Nutrition Services began discussions about the overall structure of the department, the operational needs of the new central kitchen, and the types of classified positions that would be required. They determined that several new classifications would be necessary to address the level of food production anticipated to take place in the facility and to provide the necessary direction and oversight. This restructuring would provide for the growth of the department as well as progression and advancement of staff. Director Vellanoweth began researching and gathering information from other districts to develop new job classifications. In January 2020, the directors met again to review the proposed department structure and draft job descriptions.

In early March 2020, COVID hit and schools were temporary closed for in-person instruction. The district continued student instruction via distance/virtual learning. The Food Service Department pivoted to provide Grab-N-Go meals for all students and the communities during distance learning. At that time no one knew how long students would remain off campus and when regular food service operations would resume. The Central Kitchen was utilized to package and distribute food, but the plan for full scale production was put on hold. In addition, all plans to restructure the Food and Nutrition Services job classifications were paused and hiring within the existing job classes was kept to a minimum until such time as regular food service operations could resume.

This school year students are back to full time, in-person instruction, and food service has returned to pre-pandemic operations. The district is now ready to utilize the central kitchen to its full capacity with large-scale food preparation and production from scratch.

Restructuring of Food and Nutrition Services Department

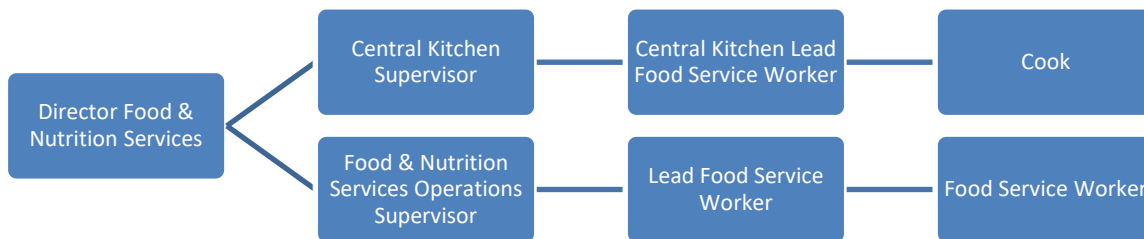
Page 2

Analysis

The Director, Classified Personnel and Personnel Analyst met on several occasions with the Director, Food and Nutrition Services, Jim Riner. During those meetings, we discussed the duties to be performed and the oversight and supervision necessary to accomplish the restructuring of the department operations. The concept was for the Director, Food Services to continue oversight of both the production and operational aspects of the department. However, with the expansion of food preparation and production, and the impact to the operational needs at the school sites, the Director would be assisted with oversight by an operations supervisor and a central kitchen supervisor. In addition, the central kitchen would be staffed by individuals with culinary and/or volume food preparation experience.

The Director, Classified Personnel determined that several new classifications would need to be developed, both management and bargaining unit, and the existing classifications within the department would require updating to reflect the new oversight and supervision.

Below is a flowchart depicting the proposed structure of positions within the Food and Nutrition Services department.



Considerations

The following job descriptions are recommended to be revised. Minor changes are recommended including the appropriate lines of reporting and supervision. Standard formatting changes and updates are recommended in order to maintain consistency with the current job description format and wording. A job title change is also recommended for the Director of Food Services in order to reflect the current name of the department.

- Director, Food Service
- Lead Food Service Worker
- Food Service Worker

The following are recommended new classifications for which the essential duties identified are not encompassed in any current job classification.

- Central Kitchen Supervisor
- Food and Nutrition Services Operations Supervisor
- Central Kitchen Lead Food Service Worker
- Cook

Restructuring of Food and Nutrition Services Department

Page 3

Your director also recommends that the job series/job family title be changed from Food Service Series to Food and Nutrition Service Series in order to align with the current name of the department and the title of the director.

Salaries

Central Kitchen Supervisor and Food and Nutrition Services Operations Supervisor

Within the Ocean View School District benchmark districts with similar ADA, there are very few that have comparable positions and reporting structure.

<i>Districts</i>	<i>Comparable job title, tasks, responsibility</i>	<i>Monthly Salary (Step 1)</i>	<i>Monthly Salary (Top Step)</i>
Westminster School District	Nutrition Services Supervisor	\$6,182	\$7,523

Your Director recommends that the salary for the classifications of Central Kitchen Supervisor and Food and Nutrition Services Operations Supervisor be assigned to Salary Range M51, \$5,917 per month Step 1 to \$7,210 per month Step 5, on the Classified Management Salary Schedule. This is in alignment with the survey data collected. In addition, the placement allows for internal alignment of these positions with other classified supervisor positions within Ocean View's Administrative Services Division with similar levels of skill and responsibility.

Cook and Central Kitchen Lead Food Service Worker

Within the Ocean View School District benchmark districts with similar ADA, the following have comparable positions and reporting structure.

COOK			
<i>Districts</i>	<i>Comparable job title, tasks, responsibility</i>	<i>Hourly Rate (Step 1)</i>	<i>Hourly Rate (Top Step)</i>
Los Alamitos Unified	Food Service Assistant Cook	\$19.43	\$23.60
La Habra City Elementary	Lead Cook	\$18.81	\$24.10
Westminster Elementary	Food Service Cook	\$18.75	\$22.80
Brea Olinda Unified	Cook	\$16.60	\$20.22
	Median	\$18.78	\$23.45
	Mean	\$18.40	\$22.68

**Restructuring of Food and Nutrition Services Department
Page 4**

CENTRAL KITCHEN LEAD FOOD SERVICE WORKER			
Districts	Comparable job title, tasks, responsibility	Hourly Rate (Step 1)	Hourly Rate (Top Step)
Magnolia Elementary	Food Service Assistant Mgr (Non Mgmt)	\$20.96	\$26.29
La Habra City Elementary	Satellite Kitchen Lead	\$16.22	\$20.78
	Median & Mean	\$18.59	\$23.54

Within Ocean View’s current salary structure for Food Service positions, there is a three-range difference (equivalent to 7.5%) between the Food Service Worker position and the Lead Food Service Worker position. In addition, in comparing with other districts, the top salary step for Cooks is on average 14% above the top step for an entry level Food Service Worker. Therefore, based upon the survey data and the above considerations, your Director’s recommended salary placements are as follows:

Ocean View School District				
Job Class	Salary Range	Percentage Difference	Step 1	Step 5
Food Service Worker	18		\$15.021	\$18.303
Lead Food Service Worker	21	7.5% above Food Service Worker	\$16.172	\$19.708
Cook	Recommended 24	14% above Food Service Worker	\$17.422	\$21.223
Central Kitchen Lead Food Service Worker	Recommended 27	7.5% above Cook	\$18.759	\$22.869

These salary placements will allow for a consistent structure with

- A three range (7.5%) difference between the entry level and lead level classes at both school sites and the central kitchen
- A 14% difference between the entry level school site class and the entry level central kitchen class, consistent with surveyed districts
- A salary placement for the new classifications of Cook and Central Kitchen Lead Food Service Worker just slightly under the median of surveyed districts

Restructuring of Food and Nutrition Services Department
Page 5

Other Considerations

The proposed restructuring, new job classifications and new and revised job descriptions have been shared and reviewed with appropriate District administration, including the Director, Food Services and the Assistant Superintendents of Administrative Services and Human Resources. All are in support of the job classifications and descriptions and agree that they adequately describe the duties and responsibilities to be performed. The salary recommendations have also been shared with District Administration who support the proposed salary placements. The final drafts of the bargaining unit classification descriptions and salary recommendations have been provided to, and discussed with, CSEA.

.....
Recommendation

The Director of Classified Personnel recommends that the Personnel Commission review, discuss and approve the following:

1. Revisions to Director, Food Service job description including a title change to Director, Food and Nutrition Services
2. Revisions to Lead Food Service Worker job description
3. Revisions to Food Service Worker job description
4. Proposed new classification and job description of Central Kitchen Supervisor. It is recommended that the classification be a Management/Supervisory class assigned to the Classified Management Salary Schedule and be exempt from overtime compensation in accord with Education Code 45128. It is recommended that the Personnel Commission recommend to the Ocean View School District Board of Trustees a placement at Salary Range M51, \$5,917 to \$7,210 per month, on the Classified Management Salary Schedule.
5. Proposed new classification and job description of Food and Nutrition Services Operations Supervisor. It is recommended that the classification be a Management/Supervisory class assigned to the Classified Management Salary Schedule and be exempt from overtime compensation in accord with Education Code 45128. It is recommended that the Personnel Commission recommend to the Ocean View School District Board of Trustees a placement at Salary Range M51, \$5,917 to \$7,210 per month, on the Classified Management Salary Schedule.
6. Proposed new classification and job description of Central Kitchen Lead Food Service Worker. It is recommended that the classification be assigned to Salary Range 27 \$18.759 per hour/\$3,152 per month to \$22.869 per hour/\$3,843 per month on the classified bargaining unit salary schedule, be assigned to the Food Service Series of classifications within the CSEA bargaining unit, and be eligible for overtime compensation in accord with Education Code 45128.

Restructuring of Food and Nutrition Services Department
Page 6

7. Proposed new classification and job description of Cook. It is recommended that the classification be assigned to Salary Range 24 \$17.422 per hour/\$2,928 per month to \$21.223 per hour/\$3,565 per month on the classified bargaining unit salary schedule, be assigned to the Food Service Series of classifications within the CSEA bargaining unit, and be eligible for overtime compensation in accord with Education Code 45128.
8. Proposed change in job series/job family title from Food Service Series to Food and Nutrition Service Series.

Attachments:

- Proposed revised job description for Director, Food Service dated 7/19/21
- Proposed revised job description for Lead Food Service Worker dated 7/19/21
- Proposed revised job description for Food Service Worker dated 7/29/21
- Proposed job description for Central Kitchen Supervisor draft dated 7/28/21
- Proposed job description for Food and Nutrition Services Operations Supervisor draft dated 7/28/21
- Proposed job description for Central Kitchen Lead Food Service Worker draft dated 7/28/21
- Proposed job description for Cook draft dated 7/28/21
- Classified Management Salary Schedule Draft
- Classified Bargaining Unit Salary Schedule Draft



Director, Food and Nutrition Services

JOB SUMMARY:

Under administrative direction of the ~~Deputy Assistant~~ Superintendent, Administrative Services, ~~assists in the planning, organizing, directing and controlling of~~ the District's food and nutrition services program, including purchasing, cost control, accounting and personnel selection, evaluation and training functions; develops nutritional menus in accordance with National School Meal Program requirements; coordinates Food Service operations with school and other District administrators.

CLASS CHARACTERISTICS:

This is a single incumbent classified management position having responsibility for direction of the Food and Nutrition Services Department staff and the District's overall food service operations. Ensures requirements of the National School Lunch and Breakfast Programs are maintained and the meals served comply with nutritional standards. This position requires professional food service research and analysis, coordination/proper utilization of Food Services employees and thorough knowledge of the National School Lunch Program and related laws. The incumbent is expected to work independently in concert with the objectives, scheduling and general procedures established by the ~~Deputy Assistant~~ Superintendent, Administrative Services.

REPRESENTATIVE DUTIES:

The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this classification.

Essential Duties:

- Plan, organize, control, and direct the District's food services program to provide school breakfasts, lunches and other nutrition services for the District, central kitchen, and special functions in compliance with all relevant Federal and State laws and regulations; ~~E~~
- Establish procedures and standards for the operation of an efficient, high quality nutrition service program according to local and State health codes; ~~E~~
- Plan school food menus, conferring with administration, school staff, parents, students and others for input, in planning school food menus, plan menus, ensure food and supplies are adequate to meet requirements, and arrange catering for District sponsored special functions/events; ~~E~~
- Travel to various sites to conduct site observations, monitoring operations and services provided, evaluating the organization and sanitation of the facility to ensure compliance with State, Federal and local regulations and to determine equipment and supply needs; ~~E~~
- Select, assign, schedule, supervise and evaluate the performance of Food Service personnel; ~~E~~
- Prepare and conduct Food Service staff training programs, emphasizing safety, sanitation, storage, and proper handling of food products; ~~E~~
- Plan, develop, prepare, monitor and maintain the Food Service Department budget, analyze and

review budgetary and financial data, analyze trends in school meal sales and costs, recommend food and meal pricing; ~~E~~

- Develop specifications for purchase of equipment, supplies and food products, communicate with vendors and evaluate prices, prepare requisitions to order food, supplies and equipment, and arrange for storage and delivery of food to school sites; ~~E~~
- Maintain inventories of food service equipment at each school, recommend purchase of new and replacement equipment, and repair of existing equipment; ~~E~~
- Maintain and supervise the preparation and maintenance of various records and reports, including cafeteria fund income and expenditures, receipt, deposit and accounting of monies, ~~free and reduced-price meals~~ counts/data, and oversee/troubleshoot the point of sale computer system; ~~E~~
- Operate a computer in the preparation of correspondence, records and reports; ~~E~~
- Review and test food products, establish product utilization procedures and ensure quality of the food products served; ~~E~~
- Consult in the development of kitchen and cafeteria plans for new and modernized facilities;
- Keep current on modern practices in food services responsibility areas;

Other Related Duties:

- ~~Establish and maintain effective working relationships with others;~~
- Enforce various District policies, procedures and work rules;
- Develop and/or direct the preparation and approval of various reports, maintain records, and present information related to areas of responsibility;
- Convene the Wellness Committee to implement and recommend the adoption of policies, rules and regulations to address District needs and improve wellness in the school community;
- ~~Perform other tasks and assume responsibility as may be assigned by proper authority.~~

SUPERVISION:

Administrative direction is ~~received~~ from the ~~Deputy~~ Assistant Superintendent, Administrative Services.

Supervises and evaluates all employees assigned to the Food and Nutrition Services Department.

MINIMUM QUALIFICATIONS:

Knowledge of:

- Practices, procedures and legal requirements related to food service management in a California school district;
- Methods of storing, vending and serving food;
- Food values and nutrition, including proper nutritional combinations;
- National School Breakfast and Lunch Programs and required components;
- Financial record keeping and cost accounting as applied in a food service environment;
- Operation of a personal computer and a wide variety of job related software;
- English usage, spelling, grammar and composition, business math;
- Principles and practices of business management, effective personnel management, supervision and training;
- Appropriate safety precautions, rules, regulations and procedures.

Ability to:

- Plan, schedule, organize, direct, control and supervise a school food and nutrition services program;
- Select, assign, supervise, train and evaluate assigned staff;
- Develop specifications for purchase of institutional quantities of food, supplies and equipment;
- Accurately estimate and cost materials and supplies;
- Maintain accurate and complete cost control and other financial records;
- Prepare, present reports and other communications orally and in writing;
- Operate a personal computer and related office equipment;
- Apply training, knowledge and experience to maximize efficiency and effectiveness of Department functions;
- React appropriately and take charge in emergency situations;
- Employ progressive discipline methods;
- **Understand and carry out oral and written instructions;**
- **Understand, be sensitive to and respect the diverse academic, socio-economic, ethnic, religious, and cultural backgrounds, disabilities and sexual orientation of students, parents, teachers, administration and staff;**
- ~~Establish and maintain effective interpersonal relationships using tact, patience and courtesy;~~
- **Establish and maintain effective interpersonal relationships and** communicate effectively with students, staff, parents, and the public using tact, patience and courtesy in a manner that reflects positively on the District.-

EMPLOYMENT STANDARDS:**Education:**

- A four year college degree in Food Services Management, Dietetic, Business Management or related field.

Experience:

- Two (2) years of progressively responsible experience in institutional or large commercial food services management, preferably in a California School District, one (1) year of which must have been in a lead or supervisory capacity or completion of a supervisory training program.

Licenses Required:

- Possession of a valid and appropriate California Driver License.
- Possession of a valid Serve Safe Certificate.
- **All of the above licenses and certificates must be maintained as a condition of continued employment.**

PHYSICAL DEMANDS, WORKING ENVIRONMENT AND HAZARDS:

The physical demands described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work Environment:

Performs a combination of sedentary administrative work in a typical office environment and active work at school sites serving school breakfasts and lunches. Works inside and outside; is exposed to high and low temperature equipment and frequent temperature changes; works with sharp objects and occasionally with machinery with moving parts; frequently has hands in water, and wears oven mitts and latex gloves. Has frequent direct contact with vendors, the public, employees, and government officials, occasionally in difficult interpersonal situations. Frequently works with high volumes and tight deadlines without guidance from supervisor.

Physical Demands:

Lifts, carries, pushes, pulls up to 50 pounds; occasionally stands for extended periods of time, walks, stoops, bends; occasionally reaches over head; repetitively uses fingers on both hands simultaneously. Communicates clearly and is able to understand and be understood in normal face-to-face or telephone communication. Visual acuity sufficient to distinguish shades and see small details while serving food and to read and proof school lunch menus, government statutes and regulations, computer printouts, and catalogs. Frequently drives a vehicle, operates a personal computer and uses the telephone. Employment is contingent upon passing physical and back evaluation test.

SALARY RANGE

Range M55

Classified Management Salary Schedule

1976, Revised 11/15/84, 5/17/90, 2/16/93, 5/23/96, 8/14/03, 6/14/07, 2/13/14

Job Description Review and Revisions Effective: 11/12/15

Draft revisions 7/7/21, 7/19/21



Lead Food Service Worker

JOB SUMMARY:

Under general supervision of the ~~Director of Food Services~~ Food and Nutrition Services Operations Supervisor ~~and in collaboration with the Central Kitchen Coordinator~~ provides leadership and support to assigned Food Service Staff. Plans, coordinates, provides work direction, and performs duties in conjunction with Food Service Workers to ensure food is ready to be sold and served to students, faculty staff and those pursuant to Education Code 38082 during ~~nutrition and lunch~~ meal service periods; maintains ~~food service~~ assigned areas, facilities and equipment in clean and sanitary condition.

CLASS CHARACTERISTICS:

~~The Lead Food Service Worker is the journey level classification in the Food Service Series. The Food Service Worker is distinguished from the Lead Food Service Worker~~ The Lead Food Service Worker class is distinguished from the Food Service Worker in that incumbents in the ~~later~~ former class reconcile cash and inventory, perform more complex duties, and work in a lead role at an assigned school site.

REPRESENTATIVE DUTIES:

The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this classification.

Essential Duties:

- Train, provide leadership, and work direction to assigned Food Service substitutes and staff;
- Assist the ~~Director of Food Services and Central Kitchen Coordinator~~ Food and Nutrition Services Operations Supervisor in the coordination of the ordering, preparation, and selling of food at designated sites;
- Collect monies from student and faculty food purchases;
- Maintain and prepare daily reports including total number of student participation in meal programs, funds received, inventory of food items served, returned, or spoiled, etc.;
- Make change, maintain, deposit, and reconcile cash balances in Food Services point of sale (POS) ~~computer~~ system;
- Travel and drive to transport food and monies to central location(s);
- Receive, store, and assemble, and package breakfast, lunch, and other ~~packaged~~ food items;
- Store food in appropriate containers and storage areas to prevent spoilage
- Set up serving areas;
- Heat and Serve prepared meals and food items during meal periods at schools participating in ~~federal or state funded~~ meal programs, ensuring appropriate food temperature;
- Clean kitchen and serving areas, ovens, refrigerators, racks, freezers, sinks and tables as necessary to insure sanitary conditions;

- Report all job related concerns to the ~~Director of Food~~ **and Nutrition Services Operations Supervisor**;
- Perform data entry, email correspondence, and use Food Services point of sale (POS) software;
- Monitor and record time and temperature to insure safe food handling per standard operating procedures.

Other Related Duties:

- Distribute ~~lunch meal~~ applications to students and parents;
- **Distribute student account balance letters/email notifications**;
- Taste foods to ensure freshness and palatability;
- Move food and serving carts to and from point of service observing safety practices.

SUPERVISION:

General supervision is received from the ~~Director of Food Services~~. **Food and Nutrition Services Operations Supervisor**.

~~Leadership and/or guidance and direction are provided by the Central Kitchen Coordinator~~. Provides daily leadership and/or guidance and direction to assigned Food Service staff.

Supervision is not exercised over other employees.

MINIMUM QUALIFICATIONS:

Knowledge of:

- Food serving methods and procedures, such as heating and wrapping food items;
- **Sanitary, safe, and efficient** Basic food handling **and preparation** techniques, including storing, proper temperature control, serving and selling food items;
- Inventory, record keeping, and ordering practices;
- **Basic principles of Food sanitation, preparation (washing, cutting, assembling food items) and work safety practices and personal hygiene**;
- Standard kitchen equipment, utensils, and measurements;
- English usage including grammar, spelling and punctuation;
- Principles of leadership, training, and providing work direction to others;
- ~~Basic mathematics and recordkeeping techniques;~~

Ability to:

- Effectively organize, coordinate and perform Food Service procedures, methods, and techniques in a school environment **to ensure efficient operations**;
- Lead and provide direction/training on methods and procedures to Food Service staff;
- Independently work safely and efficiently while meeting schedule and time lines;
- Prepare, set-up, and serve food **to students** according to established procedures;
- Accurately handle and account for money received and make change;
- Safely and efficiently operate standard kitchen equipment, appliances, and utensils;
- Follow applicable health and sanitation requirements;
- Lift and transport quantities of food and beverage items;
- Work effectively under time -constraints;
- Operate a personal computer, email, internet computer applications, and applicable Food Service

- point of sale (POS) and related software;
- Operate a motor vehicle in a safe manner;
- Understand and carry out oral and written instructions;
- Communicate effectively with students;
- Understand, be sensitive to and respect the diverse academic, socio-economic, ethnic, religious, and cultural backgrounds, disabilities and sexual orientation of students, parents, teachers, administration and staff.
- Establish and maintain effective interpersonal relationships and effectively communicate using tact, patience and courtesy in a manner that reflects positively on the District.

EMPLOYMENT STANDARDS:

Education:

- Individuals possessing the foregoing knowledge, skills and abilities listed above are considered to possess the education necessary to succeed in this classification. The basic educational skills are typically acquired in completion of high school.

Experience:

- One (1) year of work experience in food preparation in a commercial kitchen facility, serving, cashiering and kitchen sanitation is preferred.

Licenses Required:

- Possession of a valid and appropriate California Driver License is required.
- Possession of a valid Food Safety Manager Certificate is required.
- All of the above licenses and certificates must be maintained as a condition of continued employment.

PHYSICAL DEMANDS, WORKING ENVIRONMENT AND HAZARDS:

The physical demands described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work Environment:

The job operates in a kitchen or cafeteria environment, predominately standing and walking. The noise level can vary depending upon daily activity but will remain within moderate noise level range. The role routinely uses kitchen equipment including hot ovens, refrigerator freezer, and food carts. The incumbent will be subjected to varied temperatures ranging from extreme heat/cold due to ovens, refrigerators, and outside environmental conditions. The incumbent has direct and indirect contact with students, the public, and other district staff. There may be occasional exposure to blood borne pathogens, cleaning agents, fumes, and sharp metal objects. Work surfaces may be slippery. The position requires working with high volume, restricted timelines, being subject to frequent interruptions, and without direct guidance from supervisor.

Physical Demands:

While performing the duties of this job, the position is continuously required to stand and walk for sustained periods of time, talk, hear, and use repetitive motions of the wrists, hands, and fingers. The incumbent frequently stoops, bends at the waist, crouches, reaches at or below the shoulders, grips/grasps

objects and tools used in the kitchen. The work involves little to medium physical efforts; frequently exerts 20 – 50 pounds of force to lift and carry; occasionally exerts up to 100 pounds to push, pull, or move objects. This position requires visual acuity sufficient to perform activities such as operating nutrition service and other related equipment that are within an arm's reach. Employment contingent upon passing physical and back evaluation test.

SALARY RANGE

Range 21

Classified Bargaining Unit

New classification approved by Personnel Commission effective: 3/9/17

Revisions Effective 5/11/17

Draft revisions 7/7/21, 7/19/21



Food Service Worker

JOB SUMMARY:

Under general supervision of the ~~Director of Food Services, Food and Nutrition Services Operations Supervisor leadership and direction of the Central Kitchen Coordinator,~~ and in collaboration with the Lead Food Service Worker, performs duties to ensure food is ready to be sold and served to students, ~~faculty staff~~ and those pursuant to Education Code 38082 during ~~nutrition and lunch meal service~~ periods; keeps accurate records; maintains ~~food service assigned~~ areas, facilities and equipment in a clean and sanitary condition.

CLASS CHARACTERISTICS:

The Food Service Worker is the entry-level classification in the Food Services series and performs basic and routine food services preparation, packaging, and serving activities at an assigned school site, ~~or central kitchen.~~ The Food Service Worker is distinguished from the Lead Food Service Worker in that incumbents in the later classes reconcile cash and inventory, perform more complex duties, and work in a lead role.

REPRESENTATIVE DUTIES:

The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this classification.

Essential Duties:

- Receive, store, ~~and~~ assemble, and package breakfast, lunch, and other ~~packaged~~ food items;
- Store food in appropriate containers and storage areas to prevent spoilage;
- Set up serving areas;
- Heat and Serve prepared meals and food items during meal periods at schools participating in federal or state funded meal programs, ensuring appropriate food temperature;
- Accurately handle and account for money received and make change; ~~Collect monies from student and faculty food purchases;~~
- Maintain and prepare daily reports including total number of student participation in meal programs, funds received, inventory of food items served, returned, or spoiled, etc.;
- Clean kitchen and serving areas, ovens, refrigerators, racks, freezers, sinks and tables as necessary to insure sanitary conditions;
- Report all job related concerns to the ~~Director of Food Service~~ Food and Nutrition Services Operations Supervisor;
- Perform basic data entry, email correspondence, and use Food Services point of sale (POS) software;
- Monitor and record time and temperature to insure safe food handling per standard operating procedures;

- Assist the ~~Director of Food Services and Central Kitchen Coordinator~~ Operations Supervisor in ordering, checking, and—receiving food based on information received from site staff and estimates.

Other Related Duties:

- Distribute ~~lunch-meal~~ applications to students and parents;
- Taste foods to ensure freshness and palatability;
- Move food and serving carts to and from point of service observing safety practices.

SUPERVISION:

General supervision is received from the ~~Director of Food Services~~ Food and Nutrition Services Operations Supervisor.

Leadership and/or guidance and direction are provided by the ~~Central Kitchen Coordinator and/or~~ Lead Food Service Worker.

Supervision is not exercised over other employees.

MINIMUM QUALIFICATIONS:

Knowledge of:

- Food serving methods and procedures, such as heating and wrapping food items;
- **Sanitary, safe, and efficient** ~~Basic~~ food **preparation and** handling techniques, including storing, proper temperature control, serving and selling food items;
- Inventory, record keeping, and ordering practices;
- **Basic principles of** ~~Food sanitation, preparation (washing, cutting, assembling food items) and,~~ **work safety practices, and personal hygiene;**
- Standard kitchen equipment, utensils, and measurements;
- Basic mathematics.

Ability to:

- Prepare, set-up, and serve food to students according to established procedures;
- Accurately handle and account for money received and make change;
- Safely and efficiently operate standard kitchen equipment, appliances, and utensils;
- Follow applicable health and sanitation requirements;
- Lift and transport quantities of food and beverage items;
- Work effectively under time constraints;
- ~~Learn to~~ Operate a personal computer, email, internet computer applications, and learn applicable Food Service point of sale (POS) and related software;
- Understand and carry out oral and written instructions;
- Communicate effectively with students;
- Understand, be sensitive to and respect the diverse academic, socio-economic, ethnic, religious, and cultural backgrounds, disabilities and sexual orientation of students, parents, teachers, administration and staff;
- Establish and maintain effective interpersonal relationships and effectively communicate using tact, patience and courtesy in a manner that reflects positively on the District.

EMPLOYMENT STANDARDS:

Education:

- Individuals possessing the foregoing knowledge, skills and abilities listed above are considered to possess education necessary to succeed in this classification. The basic educational skills are typically acquired in completion of high school.

Experience:

- Some experience in food preparation, serving, cashiering and kitchen sanitation is preferred.

Licenses Required:

- Some positions may require possession of a valid and appropriate California Driver License.
- Some positions are required to possess a ServeSafe Certificate.

PHYSICAL DEMANDS, WORKING ENVIRONMENT AND HAZARDS:

The physical demands described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work Environment:

The job operates in a kitchen or cafeteria environment, predominately standing and walking. The noise level can vary depending upon daily activity but will remain within moderate noise level range. The role routinely uses kitchen equipment including hot ovens, refrigerator, freezer, and food carts. The incumbent will be subjected to varied temperatures ranging from extreme heat/cold due to ovens, refrigerators, and outside environmental conditions. The incumbent has direct and indirect contact with students, the public, and other district staff. There may be occasional exposure to blood borne pathogens, cleaning agents, fumes, and sharp metal objects. Work surfaces may be slippery. The position requires working with high volume, restricted timelines, being subject to frequent interruptions, and without direct guidance from supervisor.

Physical Demands:

While performing the duties of this job, the position is continuously required to stand and walk for sustained periods of time, talk, hear, and use repetitive motions of the wrists, hands, and fingers. The incumbent frequently stoops, bends at the waist, crouches, reaches at or below the shoulders, grips/grasps objects and tools used in the kitchen. The work involves little to medium physical efforts; frequently exerts 20 – 50 pounds of force to lift and carry; occasionally exerts up to 100 pounds to push, pull, or move objects. This position requires visual acuity sufficient to perform activities such as operating nutrition service and other related equipment that are within an arm's reach. Employment contingent upon passing physical and back evaluation test.

SALARY RANGE

Range 18

Classified Bargaining Unit

Revised: 6/18/2002, 11/9/2005, 3/14/2013, 9/11/2014
Job Description Review, Title Change, and Revisions Effective: 4/13/17

Draft Revisions 7/7/21, 7/19/21



Central Kitchen Supervisor

JOB SUMMARY:

Under general supervision of the Director of Food and Nutrition Services Department and in collaboration with the Operations Supervisor, the Central Kitchen Supervisor manages, coordinates and plans the daily activities of food service staff at the Central Kitchen engaged in preparing, receiving, and cooking food; creates and implements food recipes for all meal programs; oversees the scheduling and preparation of all food products at the Central Kitchen to ensure adherence to quality standards and recipes, and assists with its distribution to sites in hot or cold holding carts; oversees and schedules cleaning and maintenance of Central Kitchen utensils, equipment and facility to insure a high sanitation standard; places all work orders for repairs at Central Kitchen; performs other related duties as assigned; ensures the large-scale production, preparation and distribution of food to be sold and served to the students, staff and those pursuant to Education Code 38082 during meal service periods. Assists the Director of Food and Nutrition Services Department in the overall management of the Central Kitchen.

CLASS CHARACTERISTICS:

The incumbent is responsible for establishing and monitoring daily production schedules, recipe adherence, and providing work direction to assigned staff to meet predetermined food completion and quantity levels.

REPRESENTATIVE DUTIES:

The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this classification.

Essential Duties:

- Assist the Director of Food and Nutrition Services and Operations Supervisor in the planning, organizing, and coordinating activities of the district's Central Kitchen;
- Schedule and coordinate production to meet Central Kitchen requirements;
- Safely operate a variety of commercial type food service equipment, including mixers, meat slicers, ranges, convection ovens, steamers, hot carts, and food processors;
- Make calculations and adjust recipes to produce required daily quantity of food;
- Participate in the preparation of large quantities of food products for transportation to school site kitchens or for catered events;
- Report all job-related concerns to the Director of Food and Nutrition Services;
- Operate a personal computer, email applications and applicable software, including food service specific software;
- Monitor and record time and temperature to ensure safe food handling per standard operating procedures and food safety guidelines
- Evaluate, supervise and counsel members of the Central Kitchen staff to improve employee performance ensuring staff adhere to District, State and Federal professional standards;

- Prepare and maintain a variety of reports, records and files related to assigned activities and personnel;
- Oversee the ordering of appropriate quantities of foods, supplies and materials and conduct periodic inventories;
- Collaborate with the District's communications office to promote nutrition services;
- Develop and implement recipes for student meals while ensuring compliance with student dietary needs and with all local, state and federal guidelines and regulations;
- Evaluate effectiveness of equipment utilization, workload, and menu planning; suggest improvements in food preparation methods, personnel assignments, practices, procedures, and planning as appropriate;
- Provide training and assistance to Central Kitchen Lead and Cook;
- Establish and maintain effective relationships with teachers, administrators, staff, and vendors;
- Oversee and prepare various food items for the Food and Nutrition Services Department, assuring proper and sufficient food items are available when needed;
- Assist the Operations Supervisor in the daily placement of substitutes as needed to ensure coverage at the Central Kitchen.

Other Related Duties:

- Conduct tours of the District's Central Kitchen that highlight nutrition education;
- Develop recipes;
- Taste foods to ensure freshness and palatability;
- Assist in planning and organizing food preparation for special events as necessary.

SUPERVISION:

General supervision is received from the Director of Food and Nutrition Services.

Provides daily leadership and/or guidance and direction to assigned Food and Nutrition Services staff. Supervises and evaluates the performance of the Food and Nutrition Service staff at the Central Kitchen.

MINIMUM QUALIFICATIONS:

Knowledge of:

- Principles and methods of large quantity food cooking, baking, serving and storing;
- Operation, care, and maintenance of commercial kitchen equipment and utensils, i.e. mixers, slicers, steamers, blast chillers, packaging equipment, kettles, various ovens, etc.;
- Current law and regulations relative to National School Lunch Program, School Breakfast Program, Afterschool Child and Adult Care Food Program (CACFP) Supper program, and Summer Meal Programs,
- Sanitary, safe, and efficient food preparation and handling techniques and procedures;
- Nutrition and dietary requirements and alternative food sources;
- Controlling food costs, using appropriate inventory and portion control procedures and techniques;
- English usage including grammar, spelling and punctuation;
- Basic mathematics including addition, subtraction, multiplication and division in all units of measure;
- Basic recordkeeping techniques;
- Basic principles of work safety and personal hygiene;
- Principles of leadership, training, and providing work direction to others;

Ability to:

- Supervise, train and evaluate effectively, as well as establish and maintain effective interpersonal relationships with district administrators, other employees, and vendors.
- Effectively organize, coordinate, schedule and operate a large, efficient and cost-effective food preparation program;
- Produce a wide variety of uniform, high-quality cooked foods and baked goods in large quantities;
- Lead and provide direction/training on methods and procedures to Food and Nutrition Services staff;
- Create standardized recipes, making appropriate calculations and adjustments as necessary;
- Plan and organize work efficiently to ensure effective operations and meet schedules and time lines;
- Operate commercial kitchen equipment, appliances and utensils common in the District's Central Kitchen;
- Analyze and devise efficient and effective food service production methods and techniques;
- Follow applicable health and sanitation requirements;
- Lift and transport quantities of food and beverage items;
- Work effectively under time constraints;
- Operate a personal computer, email, internet computer applications, and applicable Food Service point of sale (POS) and related software;
- Operate a motor vehicle in a safe manner;
- Understand and carry out oral and written instructions;
- Communicate effectively with students, staff, and community;
- Understand, be sensitive to and respect the diverse academic, socio-economic, ethnic, religious, and cultural backgrounds, disabilities and sexual orientation of students, parents, teachers, administration and staff;
- Establish and maintain effective interpersonal relationships and effectively communicate using tact, patience and courtesy in a manner that reflects positively on the District.

EMPLOYMENT STANDARDS:**Education:**

- High school diploma or equivalent.
- Completion of college level coursework in dietetics, institutional food management, quantity food preparation, food and nutrition or closely related area is desirable.

Experience:

- Any combination equivalent to three (3) years of supervisory or lead experience performing volume food preparation, baking and cooking of a variety of menu items in either a large commercial food service central kitchen operation or a large institutional kitchen, is required.
- Experience in preparing food for, and coordinating catered events is highly desirable.
- Experience in developing recipes is desirable.
- Recent experience and training in an agency operation under the National School Lunch Program is highly desirable.

Licenses Required:

- Possession of a valid and appropriate California Driver License is required.
- Possession of a valid Food Safety Manager Certificate is required.
- Registered Dietician Certificate is preferred.
- All of the above licenses and certificates must be maintained as a condition of continued employment.

PHYSICAL DEMANDS, WORKING ENVIRONMENT AND HAZARDS:

The physical demands described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work Environment:

The job operates in an industrial kitchen or cafeteria environment, predominately standing and walking. The noise level can vary depending upon daily activity but will remain within moderate noise level range. The role routinely uses large commercial kitchen equipment including hot ovens, refrigerator freezer, and food carts. The incumbent will be subjected to varied temperatures ranging from extreme heat/cold due to ovens, refrigerators, and outside environmental conditions. The incumbent has direct and indirect contact with students, the public, and other district staff. There may be occasional exposure to blood borne pathogens, cleaning agents, fumes, and sharp metal objects. Work surfaces may be slippery. The position requires working with high volume, restricted timelines, being subject to frequent interruptions, and without direct guidance from supervisor.

Physical Demands:

While performing the duties of this job, the position is continuously required to stand and walk for sustained periods of time, talk, hear, and use repetitive motions of the wrists, hands, and fingers. The incumbent frequently stoops, bends at the waist, crouches, reaches at or below the shoulders, grips/grasps objects and tools used in the kitchen. The work involves medium physical efforts; frequently exerts 20 – 50 pounds of force to lift and carry; occasionally exerts up to 100 pounds to push, pull, or move objects. This position requires visual acuity sufficient to perform activities such as operating nutrition service and other related equipment that are within an arm’s reach. Employment contingent upon passing physical and back evaluation test.

SALARY RANGE

Proposed Range M51
Classified Management

New classification approved by Personnel Commission effective:

DRAFTED 6/7/2021
DRAFT UPDATED 7/6/21, 7/19/21, 7/28/21



Food and Nutrition Services Operations Supervisor

JOB SUMMARY:

Under general supervision of the Director of Food and Nutrition Services and in collaboration with the Central Kitchen Supervisor, the Food and Nutrition Services Operations Supervisor manages, coordinates and inspects the daily activities at the school sites to ensure proper preparation and production of food to be sold and served to the students, staff and those pursuant to Education Code 38082 during meal service periods; Assures compliance with quality control in serving kitchens; Supervises and evaluates the performance of the Food and Nutrition Services staff at school sites; coordinates activities in preparation for United States Department of Agriculture (USDA)/State of California Administrative Review audits; assists the Director of Food and Nutrition Services in the overall management of the Department; performs other related duties as assigned.

CLASS CHARACTERISTICS:

The incumbent is responsible for establishing and monitoring daily production schedules and providing work direction to assigned staff to meet predetermined food completion and quantity levels.

REPRESENTATIVE DUTIES:

The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this classification.

Essential Duties:

- Assist the Director of Food and Nutrition Services and Central Kitchen Supervisor in the planning, organizing, and coordinating activities of the district's central kitchen;
- Report all job-related concerns to the Director of Food and Nutrition Services;
- Operate a personal computer, email applications and applicable software, including food service specific software;
- Reinforce training techniques for lead and food service personnel including computerized point of sale (POS) equipment;
- Assume responsibility for the Food and Nutrition Services program in the absence of the Food and Nutrition Services Director;
- Prepare and maintain a variety of reports, records and files related to assigned activities and personnel;
- Participate in personnel management systems, including the recruitment, selection, retention and separation of personnel;
- Attend required trainings in compliance with Professional Standard as determined by the USDA;
- Provide nutritional guidance to students, parents and staff members, promote public health and nutritional education;
- Collaborate with the District's communications office to promote nutrition services;

- Assure that quality control standards in kitchens are maintained and are in compliance with nutritional standards;
- Distribute, track and maintain databases related to employee attendance, leave and hours worked, and other food and nutrition services related information;
- Drive to and visit all school food service operations to observe methods, practices, and procedures to assure compliance with laws, regulations, and policies;
- Evaluate work performance, supervise and counsel lead and food service workers at assigned sites;
- Establish and maintain effective relationships with teachers, administrators, staff, and vendors;
- Participate in the implementation of new and revised government standards and regulations, district policies, and guidelines for special nutritional programs, including developing and updating related spreadsheets;
- Assist the director in the daily placement of substitutes as needed to ensure coverage of sites and services.

Other Related Duties:

- Taste foods to ensure freshness and palatability;
- Assist in planning and organizing special events as necessary;
- May serve and collect monies for food purchased.

SUPERVISION:

General supervision is received from the Director of Food and Nutrition Services. Provides daily leadership and/or guidance and direction to assigned Food and Nutrition Services staff. Supervises and evaluates the performance of the Food and Nutrition Service staff.

MINIMUM QUALIFICATIONS:

Knowledge of:

- Operation, care, and maintenance of kitchen equipment and utensils;
- Current law and regulations relative to National School Lunch Program, School Breakfast Program, Afterschool Snack and Child and Adult Care Food Program (CACFP) Supper Programs, and Summer Meal Programs;
- Sanitary, safe, and efficient food preparation and handling techniques and procedures;
- Controlling food costs, using appropriate inventory and portion control procedures and techniques;
- Meal program requirements; basic nutritional standards;
- English usage including grammar, spelling and punctuation;
- Basic mathematics including addition, subtraction, multiplication and division in all units of measure;
- Basic recordkeeping techniques;
- Basic principles of work safety and personal hygiene;
- Principles of leadership, training, and providing work direction to others.

Ability to:

- Effectively organize, coordinate, schedule and operate a large, efficient and cost-effective food program;
- Lead and provide direction/training on methods and procedures to Food and Nutrition Services staff;

- Plan and organize work efficiently to ensure effective operations and meet schedules and time lines;
- Follow applicable health and sanitation requirements;
- Lift and transport quantities of food and beverage items;
- Work effectively under time constraints;
- Operate a personal computer, email, internet computer applications, and applicable Food Service point of sale (POS) and related software;
- Operate a motor vehicle in a safe manner;
- Understand and carry out oral and written instructions;
- Understand, be sensitive to and respect the diverse academic, socio-economic, ethnic, religious, and cultural backgrounds, disabilities and sexual orientation of students, parents, teachers, administration and staff;
- Establish and maintain effective interpersonal relationships and effectively communicate using tact, patience and courtesy in a manner that reflects positively on the District.

EMPLOYMENT STANDARDS:

Education:

- High school diploma or equivalent.
- Completion of college level coursework in dietetics, institutional food management, quantity food preparation, food and nutrition or closely related area is desirable.

Experience:

- Three (3) years of supervisory or lead experience in a school food service program or in a large institutional food service operation is required.
- Experience in preparing food for, and coordinating catered events is highly desirable.
- Experience and training in an operation under the National School Lunch Program is highly desirable.

Licenses Required:

- Possession of a valid and appropriate California Driver License is required.
- Possession of a valid Food Safety Manager Certificate is required.
- All of the above licenses and certificates must be maintained as a condition of continued employment.

PHYSICAL DEMANDS, WORKING ENVIRONMENT AND HAZARDS:

The physical demands described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work Environment:

The job operates in an office setting and kitchen environments, sitting, typing, standing and walking. The noise level can vary depending upon daily activity but will remain within moderate noise level range. The role routinely uses kitchen equipment including hot ovens, refrigerator and freezer, and food carts. The incumbent will be subjected to varied temperatures ranging from extreme heat/cold due to ovens, refrigerators, and outside environmental conditions. The incumbent has direct and indirect contact with

students, the public, and other district staff. There may be occasional exposure to blood borne pathogens, cleaning agents, fumes, and sharp metal objects. Work surfaces may be slippery. The position requires working with high volume, restricted timelines, being subject to frequent interruptions, and without direct guidance from supervisor.

Physical Demands:

While performing the duties of this job, the position is continuously required to stand and walk for sustained periods of time, talk, hear, and use repetitive motions of the wrists, hands, and fingers. The incumbent frequently stoops, bends at the waist, crouches, reaches at or below the shoulders, grips/grasps objects and tools used in the kitchen. The work involves medium physical efforts; frequently exerts 20 – 50 pounds of force to lift and carry; occasionally exerts up to 100 pounds to push, pull, or move objects. This position requires visual acuity sufficient to perform activities such as operating nutrition service and other related equipment that are within an arm’s reach. Employment contingent upon passing physical and back evaluation test.

SALARY RANGE

Proposed Range M51
Classified Management

New classification approved by Personnel Commission effective:

DRAFTED 5/27/2021

Draft Updated 7/7/21, 7/19/21, 7/28/21



Central Kitchen Lead Food Service Worker

JOB SUMMARY:

Under general supervision of the Central Kitchen Supervisor, plans, coordinates, provides work direction, and performs duties in conjunction with Food and Nutrition Services Workers to ensure the large scale preparation and production of food to be sold and served to students, staff, and those pursuant to Education Code 38082 during meal periods; may assist with catering; maintains assigned areas, facilities and equipment in clean and sanitary condition.

CLASS CHARACTERISTICS:

The incumbent is responsible for establishing and monitoring daily production schedules and providing work direction to assigned staff to meet predetermined food completion and quantity levels. The class of Central Kitchen Lead Food Service Worker is distinguished from Lead Food Service Worker in that the former serves in a lead role and assists in directing the operation of large-scale food production in the District's Central Kitchen.

REPRESENTATIVE DUTIES:

The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this classification.

Essential Duties:

- Assist the Central Kitchen Supervisor in the planning, organizing, and coordinating activities of the District's Central Kitchen;
- Review, advise, and update food orders for all school kitchens;
- Assist in menu creation, National School Lunch, School Breakfast, Snack and Supper meal pattern adherence and compliance;
- Train, provide leadership, and work direction to Central Kitchen substitutes and staff;
- Schedule and coordinate production to meet Central Kitchen requirements;
- Safely operate a variety of commercial type food service equipment, including mixers, meat slicers, ranges, convection ovens, steamers, hot carts, and food processors;
- Participate in the preparation of large quantities of food products for transportation to school site kitchens or for catered events;
- Coordinate daily deliveries to school sites, calculate delivery quantities and needs, ensure proper food quantities on-hand;
- Maintain assigned work areas in a clean, sanitary, and orderly condition;
- Assist in ordering, receiving, inspecting, packaging, and storing of food products, supplies, and materials;
- Maintain inventory records;
- Prepare and maintain paperwork, prepare records and reports as directed;
- Report all job related concerns to the Central Kitchen Supervisor;

- Operate a personal computer, email applications and applicable software, including food service specific software;
- Monitor and record time and temperature to ensure safe food handling per standard operating procedures.

Other Related Duties:

- Conduct tours of the District’s central kitchen that highlight nutrition education;
- Taste foods to ensure freshness and palatability;
- Assist in planning and organizing food preparation for special events as necessary.

SUPERVISION:

General supervision is received from the Central Kitchen Supervisor.

Provides daily leadership and/or guidance and direction to Food and Nutrition Services staff and substitutes.

Supervision is not exercised over other employees.

MINIMUM QUALIFICATIONS:

Knowledge of:

- Principals and methods of large quantity food cooking, baking, serving and storing;
- Operation, care, and maintenance of commercial kitchen equipment and utensils, i.e. mixers, slicers, steamers, convection ovens, etc.;
- Sanitary, safe, and efficient food preparation and handling techniques and procedures;
- Nutrition and dietary requirements and alternative food sources;
- Controlling food costs, using appropriate inventory and portion control procedures and techniques;
- Federal and state lunch and breakfast program requirements; basic nutritional standards;
- English usage including grammar, spelling and punctuation;
- Basic mathematics including addition, subtraction, multiplication and division in all units of measure;
- Basic recordkeeping techniques;
- Basic principles of work safety and personal hygiene;
- Principles of leadership, training, and providing work direction to others.

Ability to:

- Effectively organize, coordinate, schedule and operate a large, efficient and cost effective food preparation program;
- Read, interpret, and follow standardized recipes, making appropriate calculations and adjustments, as necessary;
- Coordinate and execute multiple food delivery orders to ensure proper on-hand amounts for meal production;
- Plan and organize work efficiently to ensure effective operations and meet schedules and time lines;
- Analyze and devise efficient and effective food service production methods and techniques;
- Follow applicable health and sanitation requirements;
- Lift and transport quantities of food and beverage items;
- Work effectively under time constraints;

- Operate a personal computer, email, internet computer applications, and applicable Food Service point of sale (POS) and related software;
- Operate a motor vehicle in safe manner;
- Understand and carry out oral and written instructions;
- Communicate effectively with students, staff, and community;
- Understand, be sensitive to and respect the diverse academic, socio-economic, ethnic, religious, and cultural backgrounds, disabilities and sexual orientation of students, parents, teachers, administration and staff;
- Establish and maintain effective interpersonal relationships and effectively communicate using tact, patience and courtesy in a manner that reflects positively on the District.

EMPLOYMENT STANDARDS:

Education:

- High school diploma or equivalent.
- Completion of college level coursework in dietetics, institutional food management, quantity food preparation, food and nutrition or closely related area is desirable.

Experience:

- Two (2) years of recent, responsible paid experience in volume food preparation, baking and cooking in an institutional food service operation or school meal program.
- Experience in preparing food for, and coordinating, catered events is highly desirable.
- Experience in developing recipes is desirable.
- Recent experience and training in an agency operation under the National School Lunch Program is highly desirable.

Licenses Required:

- Possession of a valid and appropriate California Driver License is required.
- Possession of a valid Food Safety Manager Certificate is required.
- All of the above licenses and certificates must be maintained as a condition of continued employment.

PHYSICAL DEMANDS, WORKING ENVIRONMENT AND HAZARDS:

The physical demands described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work Environment:

The job operates in an industrial kitchen or cafeteria environment, predominately standing and walking. The noise level can vary depending upon daily activity but will remain within moderate noise level range. The role routinely uses large commercial kitchen equipment including hot ovens, refrigerator freezer, and food carts. The incumbent will be subjected to varied temperatures ranging from extreme heat/cold due to ovens, refrigerators, and outside environmental conditions. The incumbent has direct and indirect contact with students, the public, and other district staff. There may be occasional exposure to blood borne pathogens, cleaning agents, fumes, and sharp metal objects. Work surfaces may be slippery. The position

requires working with high volume, restricted timelines, being subject to frequent interruptions, and without direct guidance from supervisor.

Physical Demands:

While performing the duties of this job, the position is continuously required to stand and walk for sustained periods of time, talk, hear, and use repetitive motions of the wrists, hands, and fingers. The incumbent frequently stoops, bends at the waist, crouches, reaches at or below the shoulders, grips/grasps objects and tools used in the kitchen. The work involves medium physical efforts; frequently exerts 20 – 50 pounds of force to lift and carry; occasionally exerts up to 100 pounds to push, pull, or move objects. This position requires visual acuity sufficient to perform activities such as operating nutrition service and other related equipment that are within an arm’s reach. Employment contingent upon passing physical and back evaluation test.

SALARY RANGE

Range 27

Classified Bargaining Unit

Draft 7/6/21, 7/19/21, 7/28/21



Cook

JOB SUMMARY:

Under general supervision of the Central Kitchen Supervisor, the Cook prepares, cooks, bakes, heats, chills, and packages a variety of food items in large quantities to ensure the large-scale preparation and production of food to be sold and served to students, staff and those pursuant to Education Code 38082 during meal service periods; preparation of non-student food items for staff or catering events; may assist with catering events and service; maintain assigned areas, facilities and equipment in clean and sanitary condition.

CLASS CHARACTERISTICS:

The incumbent is responsible for overseeing the operation of food preparation in the Central Kitchen, of large quantities of food and providing direction to assigned staff to meet predetermined school site schedules.

REPRESENTATIVE DUTIES:

The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this classification.

Essential Duties:

- Assist the Director of Food and Nutrition Services, Central Kitchen Supervisor and the Operations Supervisor in the planning, organizing, and coordinating activities of the district's Central Kitchen;
- Prepare, cook, bake, and heat a variety of main dishes, side dishes, and other cooked and baked foods in large quantities for students and staff;
- Assist in the wrapping, packaging and storing of food products, supplies and materials;
- Safely operate a variety of commercial type food service equipment, including mixers, meat slicers, ranges, convection ovens, steamers, hot carts, and food processors;
- Basic knife skills of cutting, chopping, dicing, and slicing;
- Make calculations and adjust recipes to produce required daily quantity of food;
- Participate in the preparation of large quantities of food products for transportation to school site kitchens or for catered events;
- Maintain assigned work areas in a clean, sanitary, and orderly condition;
- Operate a personal computer, email, internet applications, and applicable software, including food service specific software;
- Maintain inventory records;
- Report all job-related concerns to the Central Kitchen Supervisor;
- Monitor and record time and temperature to ensure safe food handling per standard operating procedures;
- Receive, inspect, process, delivered goods and store dry, refrigerated and frozen goods according to established guidelines and procedures;

- Rotate stock using the First in, First out (FIFO) method to maintain freshness and minimize food waste.

Other Related Duties:

- Participate in tours of the District’s Central Kitchen that highlight nutrition education;
- Taste foods to ensure freshness and palatability;
- Assist in food preparation and service for special events as necessary.

SUPERVISION:

General supervision is received from the Central Kitchen Supervisor.

MINIMUM QUALIFICATIONS:

Knowledge of:

- Principals and methods of large quantity food cooking, baking, serving and storing;
- Operation, care, and maintenance of commercial kitchen equipment and utensils, i.e. mixers, slicers, steamers, convection ovens, etc.;
- Sanitary, safe, and efficient food preparation and handling techniques and procedures;
- Controlling food costs, using appropriate inventory and portion control procedures and techniques;
- Federal and state lunch and breakfast program requirements; basic nutritional standards;
- English usage including grammar, spelling and punctuation;
- Basic mathematics including addition, subtraction, multiplication and division in all units of measure;
- Basic recordkeeping techniques;
- Basic principles of work safety and personal hygiene.

Ability to:

- Effectively organize, coordinate, schedule and operate a large, efficient and cost effective food preparation program;
- Calculate quantities of ingredients and make accurate calculations to alter the number of servings provided by various recipes;
- Produce a wide variety of uniform, high-quality cooked foods and baked goods in large quantities;
- Read, interpret, and follow standardized recipes, making appropriate calculations and adjustments, as necessary;
- Operate commercial kitchen equipment, appliances and utensils common in the District’s central kitchen and school site kitchens;
- Operate a personal computer, email, internet computer applications, and applicable food service related software;
- Analyze and devise efficient and effective food service production methods and techniques;
- Follow applicable health and sanitation requirements;
- Lift and transport quantities of food and beverage items;
- Work effectively under time constraints;
- Understand and carry out oral and written instructions;
- Understand, be sensitive to and respect the diverse academic, socio-economic, ethnic, religious, and cultural backgrounds, disabilities and sexual orientation of students, parents, teachers, administration and staff;

- Establish and maintain effective interpersonal relationships and effectively communicate using tact, patience and courtesy in a manner that reflects positively on the District.

EMPLOYMENT STANDARDS:

Education:

- High school diploma or equivalent.

Experience:

- Any combination equivalent to three (3) years of recent, responsible paid experience in either a large commercial food service operation with volume food preparation, baking and cooking of a variety of main dish items OR four (4) years of recent, responsible paid culinary experience in a full-service food operation.
- Experience in preparing food for, and coordinating catered events is highly desirable.
- Experience in developing recipes is desirable.
- Recent experience and training in an agency operation under the National School Lunch Program is highly desirable.

Licenses Required:

- Possession of a valid and appropriate California Driver License is required.
- All of the above licenses and certificates must be maintained as a condition of continued employment.

PHYSICAL DEMANDS, WORKING ENVIRONMENT AND HAZARDS:

The physical demands described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work Environment:

The job operates in an industrial kitchen or cafeteria environment, predominately standing and walking. The noise level can vary depending upon daily activity but will remain within moderate noise level range. The role routinely uses large commercial kitchen equipment including hot ovens, refrigerator freezer, and food carts. The incumbent will be subjected to varied temperatures ranging from extreme heat/cold due to ovens, refrigerators, and outside environmental conditions. The incumbent has direct and indirect contact with students, the public, and other district staff. There may be occasional exposure to blood borne pathogens, cleaning agents, fumes, and sharp metal objects. Work surfaces may be slippery. The position requires working with high volume, restricted timelines, being subject to frequent interruptions, and without direct guidance from supervisor.

Physical Demands:

While performing the duties of this job, the position is continuously required to stand and walk for sustained periods of time, talk, hear, and use repetitive motions of the wrists, hands, and fingers. The incumbent frequently stoops, bends at the waist, crouches, reaches at or below the shoulders, grips/grasps objects and tools used in the kitchen. The work involves medium physical efforts; frequently exerts 20 – 50 pounds of force to lift and carry; occasionally exerts up to 100 pounds to push, pull, or move objects. This position requires visual acuity sufficient to perform activities such as operating nutrition service and

other related equipment that are within an arm's reach. Employment contingent upon passing physical and back evaluation test.

SALARY RANGE

Range 24

Classified Bargaining Unit

Draft 7/7/21, 7/19/21, 7/28/21

OCEAN VIEW SCHOOL DISTRICT

CLASSIFIED MANAGEMENT Salary Range Placement 2021-2022

SALARY RANGE

Executive Director of Facilities and Transportation (J50)	M75
Director, Classified Personnel (H30)	M71
Director, Fiscal Services (H40)	M71
Director, Child Development Programs (K10)	M61
Director, Information Services (J80)	M61
Public Information Manager (K10)	M61
Director, Food and Nutrition Services (J20)	M55
Director, Purchasing (J90).....	M52
Central Kitchen Supervisor (J20) PROPOSED	M51
Food & Nutrition Services Operations Supervisor (J20) PROPOSED	M51
Grounds Supervisor (J50)	M51
Maintenance and Operations Supervisor (J10)	M51
Transportation Supervisor (J30)	M51
Preschool Supervisor (K10)	M44

Vacation Schedule
(12 Month Employees)
22 days per year

Salaries effective 7/1/21: 3% increase approved by Board of Trustees 7/6/21

Longevity:

- At the beginning of the 10th year of employment and each succeeding year employees receive a 1% longevity increase above base pay until a maximum of 8% is reached. This plan remains in effect until all employees currently accruing longevity as of 7/1/14 transition into the new plan approved by the Board of Trustees on 10/20/15.
- 3% at year 10; 3% at year 15; 3% at year 18; 3% at year 21, 3% at year 25, for a maximum of 15%. Effective 7/1/14 and Board approved 10/20/15.

Additional \$1,000 per year for earned Doctorate

OCEAN VIEW SCHOOL DISTRICT
 CLASSIFIED MANAGEMENT
Salary Range Placement
 2021-2022

RANGE	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
39	4,399	4,625	4,855	5,100	5,362
40	4,510	4,738	4,978	5,230	5,493
41	4,625	4,855	5,100	5,362	5,630
42	4,738	4,978	5,230	5,493	5,771
43	4,855	5,100	5,362	5,630	5,917
44	4,978	5,230	5,493	5,771	6,066
45	5,100	5,362	5,630	5,917	6,217
46	5,230	5,493	5,771	6,066	6,372
47	5,362	5,630	5,917	6,217	6,531
48	5,493	5,771	6,066	6,372	6,696
49	5,630	5,917	6,217	6,531	6,864
50	5,771	6,066	6,372	6,696	7,034
51	5,917	6,217	6,531	6,864	7,210
52	6,066	6,372	6,696	7,034	7,391
53	6,217	6,531	6,864	7,210	7,577
54	6,372	6,696	7,034	7,391	7,763
55	6,531	6,864	7,210	7,577	7,958
56	6,696	7,034	7,391	7,763	8,157
57	6,864	7,210	7,577	7,958	8,362
58	7,034	7,391	7,763	8,157	8,570
59	7,210	7,577	7,958	8,362	8,787
60	7,391	7,763	8,157	8,570	9,001
61	7,577	7,958	8,362	8,787	9,232
62	7,763	8,157	8,570	9,001	9,461
63	7,958	8,362	8,787	9,232	9,696
64	8,157	8,570	9,001	9,461	9,938
65	8,362	8,787	9,232	9,696	10,189
66	8,570	9,001	9,461	9,938	10,442
67	8,787	9,232	9,696	10,189	10,703
68	9,001	9,461	9,938	10,442	10,973
69	9,232	9,696	10,189	10,703	11,246
70	9,461	9,938	10,442	10,973	11,524
71	9,696	10,189	10,703	11,246	11,815
72	9,938	10,442	10,973	11,524	12,110
73	10,189	10,703	11,246	11,815	12,413
74	10,442	10,973	11,524	12,110	12,719
75	10,703	11,246	11,815	12,413	13,043
76	10,973	11,524	12,110	12,719	13,364
77	11,246	11,815	12,413	13,043	13,703
78	11,524	12,110	12,719	13,364	14,043
79	11,815	12,413	13,043	13,703	14,396
80	12,110	12,719	13,364	14,043	14,754

OCEAN VIEW SCHOOL DISTRICT
2021-2022* Classified Bargaining Unit Range Placement

<u>Salary Range</u>		<u>Salary Range</u>	
		32	Early Learning Educator
		32	Speech and Language Assistant
	<u>ACCOUNTING SERIES</u>		<u>LIBRARY/MEDIA SERIES</u>
35	Senior Account Clerk		School Library Specialist
37	Accounting Technician	27	Library/Instructional Materials Technician
37	Payroll Technician	34	
45	Financial Analyst		<u>MAINTENANCE SERIES</u>
48	Accountant		Maintenance/Grounds Helper
	<u>CHILD CARE SERIES</u>	28	Maintenance Worker
18	Child Care Attendant	33	Flooring Repair Worker
32	Child Care Program Facilitator	37	Skilled Maintenance Worker
34	Lead Child Care Facilitator	37	Locksmith
	<u>CLERICAL SERIES</u>	40	Painter
23	Clerk Typist	40	Maintenance Carpenter/Cabinetmaker
28	Intermediate Clerk Typist	41	Maintenance Heating, Ventilation & Air Conditioning Mechanic
28	School Office Clerk	41	Maintenance Electrician
29	Intermediate Clerk Typist-Bilingual	41	Maintenance Plumber
29	School Office Clerk-Bilingual	50	Facilities Planner/Coordinator
31	District Receptionist		<u>NETWORK/COMMUNICATIONS SERIES</u>
31	Senior Clerk Typist	37	Field Service Technician
33	Translator/Interpreter	39	Data and Assessment Technician
	<u>CUSTODIAL SERIES</u>	45	Computer/Multimedia Technician
28	Custodian	45	Database Analyst
30	Lead Evening Custodian	47	Network Systems Specialist
32	Head Custodian	50	Network Systems Manager
	<u>DELIVERY SERIES</u>		<u>PRINTING SERIES</u>
31	Delivery Worker	33	Reprographic Technician
37	Storekeeper	36	Lead Reprographic Technician
	<u>FOOD SERVICE SERIES</u>		<u>PURCHASING SERIES</u>
18	Food Service Worker		Senior Purchasing Clerk
21	Lead Food Service Worker	34	Buyer
24	Cook	38	
27	Central Kitchen Lead Food Service Worker		<u>SECRETARIAL SERIES</u>
35	Central Kitchen Coordinator	35	Program Support Specialist
	<u>GROUNDS SERIES</u>	36	Department Secretary
31	Groundskeeper I	36	School Office Manager
33	Grounds Equipment Operator	37	Department Secretary-Bilingual
34	Groundskeeper II	37	School Office Manager-Bilingual
35	Grounds Maintenance Worker	40	Administrative Secretary
37	Sprinkler Mechanic		<u>SPECIAL PROGRAM SERIES</u>
39	Lead Groundskeeper	19	Alternative Learning Center Attendant
	<u>HEALTH SERIES</u>	23	Parent Liaison Instructional Assistant-Bilingual
26	School Health Technician	25	Parent Educator-Bilingual
	<u>HUMAN RESOURCE SERIES</u>	31	Community Liaison-Bilingual
35	Personnel Technician	38	Public Information Assistant
36	Human Resources Technician		<u>TRANSPORTATION SERIES</u>
39	Benefits & Workers' Compensation Specialist	32	Bus Driver/Utility Worker
40	Personnel Assistant	35	Driver Instructor
41	Human Resources Analyst	36	Mechanic Assistant
41	Personnel Analyst	38	Transportation Dispatcher
	<u>INSTRUCTIONAL SERIES</u>	42	Mechanic
21	Instructional Assistant	45	Lead Mechanic
22	Early Learning Instructional Assistant		Salaries:
22	Instructional Assistant-Bilingual		*
22	Instructional Assistant - Special Education		1.74% Retroactive Across the Board Salary Increase effective mid-year, 1/1/19 for 12 month employees, and Board of Trustees approved on 9/22/2020. The salary increase will be prorated for employees working 10 and 11 month work year.
23	Early Learning Instructional Assistant - Bilingual		
23	Instructional Assistant-Computer I		Longevity:
23	Instructional Assistant – English Learner		• At beginning of 10 th year of employment and each succeeding year employees receive a 1% longevity increase above base pay until a maximum of 8% is reached. This plan remains in effect until all employees currently accruing longevity as of 7/1/14 transition into new plan approved by Board of Trustees and CSEA on 11/4/14 and 11/3/14 respectively.
23	Instructional Assistant-Farm Facility		• 3% at year 10; 3% at year 15; 3% at year 18; 3% at year 21, 3% at year 25, for a maximum of 15%. Effective 7/1/14 and the Board of Trustees approved on 11/4/14.
23	Instructional Assistant-Sign Language (Deaf/Hard of Hearing)		
24	Speech and Language Aide		
25	Instructional Assistant-Adapted Physical Education		
25	Instructional Assistant-Physical Education		
25	Instructional Assistant-Severely Disabled		
26	Instructional Assistant-Applied Behavior Analysis (ABA)		
27	Instructional Assistant-Computer II		
29	Early Learning Associate Educator		
31	Lead Behavior Instructional Assistant		

OCEAN VIEW SCHOOL DISTRICT
 Classified Bargaining Unit
Master Salary Schedule
 2021-2022

RANGE	STEP 1		STEP 2		STEP 3		STEP 4		STEP 5	
	Monthly	Hourly	Monthly	Hourly	Monthly	Hourly	Monthly	Hourly	Monthly	Hourly
10	2071	12.331	2178	12.960	2286	13.609	2401	14.288	2523	15.021
11	2122	12.629	2230	13.273	2343	13.946	2463	14.657	2587	15.388
12	2178	12.960	2286	13.609	2401	14.288	2523	15.021	2652	15.784
13	2230	13.273	2343	13.946	2463	14.657	2587	15.388	2717	16.172
14	2286	13.609	2401	14.288	2523	15.021	2652	15.784	2784	16.578
15	2343	13.946	2463	14.657	2587	15.388	2717	16.172	2854	16.994
16	2401	14.288	2523	15.021	2652	15.784	2784	16.578	2928	17.422
17	2463	14.657	2587	15.388	2717	16.172	2854	16.994	2999	17.854
18	2523	15.021	2652	15.784	2784	16.578	2928	17.422	3076	18.303
19	2587	15.388	2717	16.172	2854	16.994	2999	17.854	3152	18.759
20	2652	15.784	2784	16.578	2928	17.422	3076	18.303	3231	19.237
21	2717	16.172	2854	16.994	2999	17.854	3152	18.759	3311	19.708
22	2784	16.578	2928	17.422	3076	18.303	3231	19.237	3394	20.193
23	2854	16.994	2999	17.854	3152	18.759	3311	19.708	3477	20.701
24	2928	17.422	3076	18.303	3231	19.237	3394	20.193	3565	21.223
25	2999	17.854	3152	18.759	3311	19.708	3477	20.701	3653	21.749
26	3076	18.303	3231	19.237	3394	20.193	3565	21.223	3746	22.301
27	3152	18.759	3311	19.708	3477	20.701	3653	21.749	3843	22.869
28	3231	19.237	3394	20.193	3565	21.223	3746	22.301	3938	23.437
29	3311	19.708	3477	20.701	3653	21.749	3843	22.869	4035	24.013
30	3394	20.193	3565	21.223	3746	22.301	3938	23.437	4137	24.619
31	3477	20.701	3653	21.749	3843	22.869	4035	24.013	4241	25.233
32	3565	21.223	3746	22.301	3938	23.437	4137	24.619	4345	25.859
33	3653	21.749	3843	22.869	4035	24.013	4241	25.233	4453	26.501
34	3746	22.301	3938	23.437	4137	24.619	4345	25.859	4564	27.167
35	3843	22.869	4035	24.013	4241	25.233	4453	26.501	4679	27.846
36	3938	23.437	4137	24.619	4345	25.859	4564	27.167	4795	28.544
37	4035	24.013	4241	25.233	4453	26.501	4679	27.846	4915	29.259
38	4137	24.619	4345	25.859	4564	27.167	4795	28.544	5040	30.005
39	4241	25.233	4453	26.501	4679	27.846	4915	29.259	5164	30.741
40	4345	25.859	4564	27.167	4795	28.544	5040	30.005	5295	31.510
41	4453	26.501	4679	27.846	4915	29.259	5164	30.741	5426	32.294
42	4564	27.167	4795	28.544	5040	30.005	5295	31.510	5562	33.101
43	4679	27.846	4915	29.259	5164	30.741	5426	32.294	5699	33.929
44	4795	28.544	5040	30.005	5295	31.510	5562	33.101	5843	34.782
45	4915	29.259	5164	30.741	5426	32.294	5699	33.929	5991	35.664
46	5040	30.005	5295	31.510	5562	33.101	5843	34.782	6138	36.539
47	5164	30.741	5426	32.294	5699	33.929	5991	35.664	6291	37.450
48	5295	31.510	5562	33.101	5843	34.782	6138	36.539	6450	38.393
49	5426	32.294	5699	33.929	5991	35.664	6291	37.450	6611	39.357
50	5562	33.101	5843	34.782	6138	36.539	6450	38.393	6778	40.341

OCEAN VIEW SCHOOL DISTRICT
PERSONNEL COMMISSION

Memo

TO: Personnel Commissioners

FROM: Michelle Vellanoweth
Director, Classified Personnel

DATE: December 9, 2021

SUBJECT: Agenda Item No. 10: Removal of Name from Eligibility List

Background Information

Personnel Commission Rule 6.1.8 allows for the name of an eligible to be removed from an eligibility list for a variety of reasons (See complete Rule 6.1.8 attached).

Recently it was recommended by the Director, Classified Personnel that the following eligible be removed from an eligibility list for reasons outlined in Rule 6.1.8. This eligible is:

EdJoin Applicant ID 3906272
Eligibility List: 2020-32 Lead Evening Custodian

The attached letter (*Commissioners only*) outlines the reasons for the Director's recommendation to remove the above named eligible from the respective eligibility list. This letter, sent to the eligible via regular and certified mail, notified them of the eligibility list they were being removed from, and the reason for removal in accord with Personnel Rule 6.1.8. They were also provided a copy of Rule 6.1.8 and given the opportunity to protest the action of removal of their name.

Attachment:

Letter to eligible (*Commissioners only*)

- Applicant # 3906272 dated November 29, 2021

Recommendation:

The Director, Classified Personnel recommends that EdJoin Applicant #3906272 be removed from Eligibility List 2020-32 in accordance with Personnel Commission Rule 6.1.8.

Merit System Rules and Regulations for the Classified Service
Ocean View School District Personnel Commission

6.1.8 Removal of Names from Eligibility List

The name of an eligible may be removed from an eligibility list for any of the following reasons:

- A. Written request by the eligible for removal
- B. Failure to respond within three days to an inquiry regarding availability for interview or employment.
- C. Termination of employment.
- D. Failure to appear for an interview after certification.
- E. Fraud or misrepresentation in certifying qualifications.
- F. Three waivers of certifications during the life of the eligibility list, except that waivers relating to limited term employment shall not be counted.
- G. After accepting an employment offer having been properly certified as an eligible for appointment, and subsequently refuses the offer.
- H. For any other good cause that may occur during the processing of the eligible's candidacy for employment, e.g., failure of a required pre-placement health screening or drug testing, conviction of specified crimes, failure to disclose prior convictions, etc.
- I. Failure to appear for duty at the time agreed upon after accepting appointment.
- J. Failure to provide satisfactory service as an Ocean View School District substitute employee.
- K. Any cause listed in Merit Rules section 4.1.3 Rejection of Applicants.

(Revised 01/16/03)