

WESTMINSTER SCHOOL DISTRICT
PERSONNEL COMMISSION
Regular Meeting of December 17, 2024
4:00 p.m.
District Office Board Room

- | | | | | | | |
|----|---|--|----------------------------|------------------------|---------------------|--|
| 1. | <u>CALL TO ORDER 4:00 P.M</u> | | Louis Fermelia | | | |
| | 1.1 | Pledge of Allegiance | | | | |
| 2. | <u>CONSENT AGENDA</u> (Items identified by *) | Items listed under the Consent Agenda are considered routine and will be approved/adopted by a single motion. There will be no separate discussion of these items; however, any item may be removed from the Consent Agenda upon the request of any member of the Personnel Commission, discussed, and acted upon separately. The Deputy Superintendent of Human Resources and the Interim Executive Director of Human Resources recommend approval of all Consent Agenda items. | Louis Fermelia | | | |
| | 2.1 | Consent Approve the minutes of the regular meeting of November 19, 2024 (Enclosure) | Louis Fermelia | | | |
| | 2.2 | Consent Approve the following eligibility lists: (Enclosure) | Louis Fermelia | | | |
| | | <table border="0" style="margin-left: auto; margin-right: auto;"> <tr> <td></td> <td style="text-align: center;">Eligible
Candidates</td> <td style="text-align: center;">Vacant
Positions</td> </tr> </table> | | Eligible
Candidates | Vacant
Positions | |
| | Eligible
Candidates | Vacant
Positions | | | | |
| | | A. Extended School Program Lead Facilitator 11/20/2025 | 5 10 | | | |
| | | B. Paraeducator Behavior and Instructional Support, expiration 12/2/2025 | 2 5 | | | |
| | | C. Paraeducator Instructional Support, expiration 12/3/2025 | 29 15 | | | |
| | | D. Senior Clerk Typist, expiration 12/4/2025 | 15 1 | | | |
| 3. | <u>NEW BUSINESS</u> | | | | | |
| | 3.1 | <u>Discussion/Action</u> Approve advanced step placement on the salary schedule for the Paraeducator Instructional Support (Enclosure) | Rich Montgomery | | | |
| | 3.2 | <u>Discussion/Action</u> Approve advanced step placement on the salary schedule for the Health Services Assistant (Enclosure) | Rich Montgomery | | | |
| | 3.3 | <u>Discussion/Action</u> Approve the proposed changes to the classification statement and salary range of the Food Services Lead Cook to Nutrition Services Head Chef/Operations Specialist (Enclosure) | Rich Montgomery | | | |
| | 3.4 | <u>Discussion/Action</u> Approve the proposed changes to the classification statement of the Food Service Cook to Nutrition Services Chef (Enclosure) | Rich Montgomery | | | |
| | 3.5 | <u>Discussion/Action</u> Approve the new classification statement and salary range for the Senior Lead Food Service Worker (Enclosure) | Rich Montgomery | | | |
| 4. | <u>REPORTS/COMMENTS</u> | | | | | |
| | 4.1 | Information Recruitment/Vacancy Update (Enclosure) | Cynthia Torres | | | |
| | 4.2 | Information Personnel Commission Calendar- We need to change the March 2025 meeting. | Louis Fermelia | | | |
| | 4.3 | Information Interim Executive Directors Report | Donald Mahoney | | | |
| | 4.4 | Information Deputy Superintendent Report | | | | |
| | | 4.4.1 Human Resources | Rich Montgomery | | | |

Personnel Commission Agenda
 December 17, 2024
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- | | | | |
|-----|------------------------------------|--|---|
| 4.5 | Information | Assistant Superintendents Report
4.5.1 Business Services
4.5.2 Educational Services | Manuel Cardoso
Dr. Richard Noblett |
| 4.6 | Information | Superintendents Report | Dr. Gunn Marie Hansen |
| 4.7 | Information | Public Comments
CSEA
Public and Staff in attendance | Matt Acocello |
| 4.8 | Information | Staff Comments
Personnel Analyst
Personnel Technician
Personnel Specialist | Stephanie Myers
Cynthia Torres
Monica Wilkinson |
| 4.9 | Information | Personnel Commission Comments
Commissioner Jones
Commissioner Connolly
Commissioner Fermelia | Robin Jones
Thomas Connolly
Louis Fermelia |
| 5. | <u>CLOSED SESSION: (if needed)</u> | | Louis Fermelia |
| 5.1 | | Public Employee Performance Evaluation
- Government Codes §54957 and 54957.1
Executive Director, Human Resources | |
| 5.2 | | Public employee discipline/dismissal/release
- Government Codes §54954.5(e) and 54957 | |
| 6. | ADJOURNMENT: | | Louis Fermelia |

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PERSONNEL COMMISSION MEETING CALENDAR:

- January 21, 2025
- February 18, 2025
- ~~March 18, 2025~~ March 11, 2025
- Personnel Commission Conference March 16-18, 2025
- April 22, 2025 (Spring Break April 14-18, 2025)
- May 20, 2025
- June 3, 2025

WESTMINSTER SCHOOL DISTRICT
PERSONNEL COMMISSION
Minutes of the Regular Meeting of November 19, 2024

A closed session was held before the regular meeting from 3:29 p.m. to 3:58 p.m.

The regular meeting of the Westminster School District Personnel Commission was called to order by Commissioner Robin Jones at 4:03 p.m. Trustee Gurney led the flag salute.

COMMISSIONERS PRESENT:

Mrs. Robin Jones
Mr. Louis Fermelia
Mr. Thomas Connolly

OTHERS PRESENT:

Ms. Tina Gurney, Board Trustee
Mr. Rich Montgomery, Deputy Superintendent,
Human Resources
Mr. Manuel Cardoso, Assistant Superintendent,
Business Services
Mr. Donald Mahoney, Interim Executive Director,
Human Resources
Mrs. Susan Hillenbrand, Administrative Secretary,
Human Resources
Mrs. Stephanie Myers, Personnel Analyst
Mrs. Cynthia Torres, Personnel Technician
Mrs. Monica Wilkinson, Personnel Specialist
Mr. Matt Acocello, CSEA President
Mrs. Stacey Barajas, CSEA Treasurer
Mrs. Karen Ubano, CSEA Chief Union Steward
Mr. Joe Cobo, CSEA Political Action Coordinator
Mrs. Jackie Jenkins, CSEA Past President

*MINUTES OF THE REGULAR MEETING
OF OCTOBER 22, 2024:*

Commissioner Connolly moved, seconded by Commissioner Fermelia, to approve the minutes of the regular meeting of October 22, 2024.
Motion carried 3/0

ELIGIBILITY LIST APPROVED:

Commissioner Connolly moved, seconded by Commissioner Fermelia, to approve the eligibility list; Health Services Assistant, expiration 10/17/2025, Paraeducator Instructional Support, expiration, 10/23/2025, Translator/Interpreter Vietnamese, expiration, 10/24/2025, Bus Driver, expiration 10/31/2025, Paraeducator, expiration 11/5/2025, Community Liaison Worker Vietnamese, expiration 11/5/2025, Extended School Program Facilitator, expiration 11/12/2025, Testing Technician English Language Assessments for California, expiration 11/12/2025. **Motion carried 3/0**

*APPROVE ADVANCED STEP
PLACEMENT ON THE SALARY
SCHEDULE FOR PARAEDUCATOR
INSTRUCTIONAL SUPPORT:*

Commissioner Fermelia moved, seconded by Commissioner Connolly to approve the advanced step placement on the salary schedule for the Paraeducator Instructional Support. **Motion carried 3/0**

*APPROVE ADVANCED STEP
PLACEMENT ON THE SALARY
SCHEDULE FOR VISUAL AND
PERFORMING ARTS ASSISTANT:*

Commissioner Fermelia moved, seconded by Commissioner Connolly to approve the advanced step placement on the salary schedule for Visual and Performing Arts Assistant. **Motion carried 3/0**

*APPROVE ADVANCED STEP
PLACEMENT ON THE SALARY
SCHEDULE FOR VISUAL AND
PERFORMING ARTS ASSISTANT:*

Commissioner Connolly moved, seconded by Commissioner Fermelia to approve the advanced step placement on the salary schedule for Visual and Performing Arts Assistant. **Motion carried 3/0**

*APPROVE ADVANCED STEP
PLACEMENT ON THE SALARY
SCHEDULE FOR VISUAL AND
PERFORMING ARTS ASSISTANT:*

Commissioner Connolly moved, seconded by Commissioner Fermelia to approve the advanced step placement on the salary schedule for Visual and Performing Arts Assistant. **Motion carried 3/0**

*APPROVE ADVANCED STEP
PLACEMENT ON THE SALARY
SCHEDULE FOR VISUAL AND
PERFORMING ARTS ASSISTANT:*

Commissioner Fermelia moved, seconded by Commissioner Connolly to approve the advanced step placement on the salary schedule for Visual and Performing Arts Assistant. **Motion carried 3/0**

RECRUITMENT UPDATE:

Mrs. Torres presented an update on the recruitment report.

PERSONNEL COMMISSION CALENDAR:

No Changes.

*INTERIM EXECUTIVE DIRECTOR
REPORT:*

Mr. Mahoney introduced himself and commended everyone for working so well together.

Mr. Mahoney stated that he enjoys the weekly meetings with CSEA.

Mr. Mohoney shared that he has been visiting school sites and it is nice to see that everyone is working for what is best for the students.

DEPUTY SUPERINTENDENT REPORT:

Mr. Montgomery shared that a committee of management and CSEA are working together to create a new evaluation form. Each job family will have their own unique evaluation.

Mr. Montgomery shared that job descriptions are being looked at and that Mrs. Myers was supporting by getting management and CSEA together.

Mr. Montgomery shared that over the weekend, one of our Paraeducator Specialized Health Assistants passed away in a tragic car accident. Mr. Neyra was very connected at Anderson School and throughout the community. Mr. Montgomery thanked Mr. Acocello for his leadership and Mrs. Hillenbrand for coming in over the weekend to gather information. Mr. Montgomery shared the crisis response team was remarkable. It was nice to see everyone come

**ASSISTANT SUPERINTENDENTS
REPORTS:**

together. Mr. Montgomery shared that there are seven relatives of Mr. Neyra employed in the district.

Mr. Cardoso shared that the Business Department was wrapping up the first interim report. Mr. Cardoso thanked his team of Mr. Brett Heinbuch and Mrs. Portia Gonzalez for assisting in making sure the budget is correct.

Mr. Cardoso shared that Nutrition Services Supervisor, Cierra Husk received WSD Challenge Coin for her work over the summer. Mr. Cardoso shared that the Nutrition Services kitchens were going through a remodel and that Mrs. Husk was instrumental in assisting with this.

Mr. Cardoso reported that the two Bus Drivers that were hired were both Student Transportation Assistants and it was nice to be able to promote from within. This was possible due to the Bus Driver Instructor position that was hired who was also promoted from within.

SUPERINTENDENTS REPORTS

Mr. Montgomery shared that Dr. Hansen was out of the country. She was invited to assess international schools in Finland. Westminster School District will have an opportunity to host international schools in the future.

**PUBLIC COMMENTS:
CSEA:**

Mr. Acocello thanked the Commission and shared that he weekly meetings he has with Mr. Montgomery are very collaborative and they are working on systems and procedures.

Mr. Acocello shared that CSEA sent a letter to the Personnel Commission and the Board of Trustees regarding the interest of CSEA in having a Director of Human Resources who is classified only. Mr. Acocello asked for their support with the request.

Mr. Acocello asked Mr. Cobo to read the email for the record. Mr. Cobo read the following.

Hello Board of Trustees and Personnel Commission,

CSEA feels that there is the need to hire a Director of Human Resources who focuses solely on classified staff, as opposed to both classified and certificated units. Given the complexity and scale of personnel management within our district, one of our concerns is the rapid growth in numbers to the classified unit. A Director with a deep understanding of the merit system and the unique needs of our classified staff would be invaluable to the operation of WSD.

Here are some key reasons for this request:

1. **Increased Number of Classified Employees**
Our district currently employs more classified staff than teachers, creating a significant demand for personnel oversight. This oversight includes managing, hiring, discipline, evaluations, and other HR functions. There are over 700 permanent employees in the classified unit, whereas the certificated unit has just over 500. A Director who specializes in classified staff would provide invaluable leadership and attention to this growing group by ensuring that our needs are met effectively and efficiently.

2. **Expertise in the Merit System**
Many of our classified staff members have an in-depth knowledge of the merit system, and a Director with this type of experience would be better suited to handle issues such as disciplinary procedures, promotions, and grievance resolutions. A leader in this position should possess this specialized knowledge to ensure that all processes are compliant with the established Board Policies and Rules and Regulations put in place by the Personnel Commission. This will ensure that school business is conducted with fairness and transparency.

3. **Focus on Classified-Specific Needs**
Classified employees have distinct roles, responsibilities, and challenges compared to certificated staff. Within our unit, there are far more job classifications that require more time and attention due to the volume and distinctions between classifications to justify a classified-only Director. This position could then focus on the specific issues that arise in managing a large, diverse classified workforce by addressing concerns that are unique to their roles.
 - **Streamlined Hiring and Evaluations**
Utilizing a classified-only director would provide advantages through implementation of efficiency systems tailored to the specific demands of the classified unit. Our current hiring system takes roughly 2-3 months, efficiency in this areas is critical since job are offered to potential employees much later than other agencies. This leaves WSD in a vulnerable position as

one of the goals of the Master Plan is to hire and retain the best employees. The evaluation system is spontaneous to say the least, with some employees not even receiving one far beyond their probationary period or their scheduled intervals. It is for reasons such as this that a classified-only Director is needed.

- **Improved Support for Classified Employees**

The dedicated focus on classified staff under a classified-only Director will improve overall morale and engagement within this vital part of our workforce. Having someone who truly understands their challenges and is committed to their professional growth will foster a positive and productive work environment.

4. Opportunity for a Classified employee to advance

CSEA's concern is that by flying this position as one that oversees both classified and certificated personnel, that most likely a certificated candidate will obtain this opportunity. The problem now becomes that a certificated employee does not understand the merit system and would not have the knowledge to oversee it unless they have prior experience. The merit system is specific to classified employment. We truly believe that offering this opportunity to a candidate from the classified unit would not only strengthen our team, but also demonstrate our commitment to fostering talent within our organization. Furthermore, promoting from within offers valuable career advancement opportunities for current employees, which can boost morale and encourage long-term commitment to the district, especially when HR offers such opportunities as the WSD Leadership Academy. There are currently very few opportunities to advance within WSD to the management level from within the classified unit that employees leave due to it. Employees who feel supported in their professional growth are more likely to stay and continue making positive contributions which should be the goal in employee retention.

classified-only Director. There is a reason for that and it is the merit system. Within the state of California there are a total of 94 merit districts, 10 of which are in Orange County. We discovered that within our comparable districts, from the Personnel Commission Rules and Regulations, there are 4 that are Merit districts and each have a classified focused director. Fountain Valley, Fullerton Elementary, La Habra and Oceanview.

We would be happy to discuss this further if you would like any additional information or have questions.

Thank you for considering this request.

CSEA Chapter 34 Executive Cabinet

Commissioner Connolly shared that he spoke to Ocean View in regards to their desire to have a dual position and shared it only works if you have the right person doing the job.

Commissioner Fermelia stated that he agreed with Commissioner Connolly and was ok with a dual person.

Commissioner Jones stated that she was in favor for a classified only person as the classified staff needs someone they can go to.

Mrs. Jenkins asked if she could give some history regarding the classified only director. She stated that the position of classified only went away due to budget cuts and furlough days with the caveat that when the budget was better it would come back.

Mrs. Urbano shared that as the Chief Union Steward for CSEA it was hard to feel as if we are being heard and sometimes as if we are being held off. We need someone who will give us attention in a timely manner.

Trustee Gurney stated that she appreciates being able to attend the Commission meeting. After thirty years of being in public education she knows that we could not do what we do without CSEA. She shared that she would like to sit down with Mr. Acocello to get more information on the interest of CSEA.

Mrs. Myers wished everyone a Happy Thanksgiving.

Mrs. Torres wished everyone a Happy Thanksgiving.

STAFF COMMENTS:

Mrs. Wilkinson wished everyone a Happy Thanksgiving and thanked CSEA for attending.

Mrs. Hillenbrand wished everyone a Happy Thanksgiving.

COMMISSIONER'S COMMENTS:

Commissioner Connolly wished everyone a Happy Thanksgiving and welcomed Mr. Mahoney.

Commissioner Connolly thanked Trustee Gurney and the members of CSEA for attending the meeting.

Finally, Commissioner Connolly thanked Mr. Acocello for the collaboration.

Commissioner Fermelia shared he was thankful to the staff.

Commissioner Fermelia thanked Mr. Acocello for the collaboration, information, and comments.

Finally, Commissioner Fermelia thanked Mrs. Hillenbrand and the crisis response team.

Commissioner Jones stated that she is always proud to say she is part of the Westminster School District team.

Commissioner Jones stated that the School Board, Commission, Administration, Teachers, and Staff share the same interest and that is for our students and making sure the students are successful.

Commissioner Jones thanked everyone for coming.

The meeting adjourned at 4:53 p.m.

ADJOURNMENT:

Respectfully submitted,
Rich Montgomery
Deputy Superintendent, Human Resources



Westminster School District
Classified Human Resources

Recruitment #: 25-141
Effective: 11/20/2024
Expires: 11/20/2025

Eligibility List For: ESP Lead Facilitator
List Type: Open/Promotional - 10 months

RANK	APPLICANT'S NAME	SPECIAL CODES			
		Merged:	x		
1	Sarah Doan	Merged:	x		Veteran Pts.
					Seniority Pts. x
2	Grace Florian	Merged:			Veteran Pts.
					Seniority Pts.
3	Emanuel Ruiz	Merged:			Veteran Pts.
					Seniority Pts.
4	Cindy Luong	Merged:			Veteran Pts. x
					Seniority Pts.
5	Kim Nguyen-Tran	Merged:			Veteran Pts.
					Seniority Pts.

Ten Vacancies



Westminster School District
Classified Human Resources

Recruitment #: 25-143
Effective: 12/2/2024
Expires: 12/2/2025

Eligibility List For: Paraeducator Behavior Instruction and Support
List Type: Open/Promotional - 10 months

RANK	APPLICANT'S NAME	SPECIAL CODES				
1	Min Choi	Merged:			Veteran Pts.	
					Seniority Pts.	
2	Angel Ocampo	Merged:			Veteran Pts.	
					Seniority Pts.	

Five Vacancies



Eligibility List For: Paraeducator Instructional Support
List Type: Open/Promotional - 10 months

RANK	APPLICANT'S NAME	SPECIAL CODES			
1	Brenna Shetzline	Merged:	x		Veteran Pts.
					Seniority Pts.
2	Liliana Ceja	Merged:	x		Veteran Pts.
					Seniority Pts.
2	Nancy Nguyen	Merged:	x		Veteran Pts.
					Seniority Pts.
3	Iris Chao	Merged:	x		Veteran Pts.
					Seniority Pts.
4	Linda Delmont	Merged:			Veteran Pts.
					Seniority Pts.
5	Julie Custudio	Merged:	x		Veteran Pts.
					Seniority Pts.
5	Ashley Miron	Merged:	x		Veteran Pts.
					Seniority Pts.
6	Yadira Barajas	Merged:			Veteran Pts.
					Seniority Pts.
7	Krista Wright	Merged:	x		Veteran Pts.
					Seniority Pts.
7	Tammy Pham	Merged:	x		Veteran Pts.
					Seniority Pts.
8	Sean Watatake	Merged:	x		Veteran Pts.
					Seniority Pts.
8	Lauren Tran	Merged:	x		Veteran Pts.
					Seniority Pts.
9	Christie Flinn	Merged:			Veteran Pts.
					Seniority Pts.
9	Amanda Eaton	Merged:	x		Veteran Pts.
					Seniority Pts.
10	Vickie Nguyen	Merged:			Veteran Pts.
					Seniority Pts.
10	Emily Smithson	Merged:			Veteran Pts.
					Seniority Pts.
11	Annaliese Daher	Merged:	x		Veteran Pts.
					Seniority Pts.
11	Emily Bernal	Merged:	x		Veteran Pts.
					Seniority Pts.
11	Ratany Lorn	Merged:	x		Veteran Pts.
					Seniority Pts.
11	Jessica Melton	Merged:			Veteran Pts.
					Seniority Pts.

12	Marcelina Garcia Montes	Merged:	x		Veteran Pts.	
					Seniority Pts.	
13	Tara Parks	Merged:			Veteran Pts.	
					Seniority Pts.	
14	Lori Rehnert	Merged:	x		Veteran Pts.	
					Seniority Pts.	
15	Angelica Rodas	Merged:	x		Veteran Pts.	
					Seniority Pts.	
15	Kristen Shelby	Merged:	x		Veteran Pts.	
					Seniority Pts.	
15	Nicole Zhukov	Merged:	x		Veteran Pts.	
					Seniority Pts.	
16	Amy Vega Enriquez	Merged:	x		Veteran Pts.	
					Seniority Pts.	
17	Jenna Carter	Merged:	x		Veteran Pts.	
					Seniority Pts.	
18	Deim Tu	Merged:	x		Veteran Pts.	
					Seniority Pts.	

Fifteen Vacancies



Eligibility List For: Senior Clerk Typist
List Type: Open/Promotional - 10/12 months

RANK	APPLICANT'S NAME	SPECIAL CODES			
		Merged:	x		
1	Veronica Maciel	Merged:	x		Veteran Pts.
					Seniority Pts.
2	Lisa James	Merged:	x		Veteran Pts.
					Seniority Pts.
3	Catherine Sain	Merged:	x		Veteran Pts.
					Seniority Pts.
4	Christine Bausch	Merged:	x		Veteran Pts.
					Seniority Pts.
5	Jerrin Hillaido	Merged:	x		Veteran Pts.
					Seniority Pts.
6	Darcy Capistrano	Merged:			Veteran Pts.
					Seniority Pts.
6	Andrew Kazim	Merged:			Veteran Pts.
					Seniority Pts.
7	Amanda Eaton	Merged:			Veteran Pts.
					Seniority Pts.
8	Katie Najera-Salgado	Merged:			Veteran Pts.
					Seniority Pts.
9	Diana Fox	Merged:			Veteran Pts.
					Seniority Pts.
10	Tohn Muths	Merged:			Veteran Pts.
					Seniority Pts.
11	Janeth Sanchez Simental	Merged:			Veteran Pts.
					Seniority Pts.
11	Vera Cuno	Merged:	x		Veteran Pts.
					Seniority Pts.
12	Michele Delzer	Merged:	x		Veteran Pts.
					Seniority Pts.
13	Leopoloso Garcia	Merged:			Veteran Pts.
					Seniority Pts.

One Vacancy



Westminster School District Memorandum

DATE: December 17, 2024
TO: Personnel Commission
FROM: Rich Montgomery, Deputy Superintendent, Human Resources
Donald Mahoney, Interim Executive Director, Human Resources
SUBJECT: Agenda Item 3.1—Approve Advanced Step Placement on the salary schedule for a Paraeducator Instructional Support.

The advanced step placement recommendation for a Paraeducator comes at the request of Mr. Rich Montgomery, Deputy Superintendent, Human Resources. This request is in accordance with the Personnel Commission Rules and Regulations Article XVII, Section 2. Application of Salary Schedules: 17.2.1. Initial Salary Placement B1 as follows:

2. The additional skills or qualifications of the candidate that make them especially qualified for the position beyond that required for entry into the class.

Ms. Ana Gonzalez has worked for Abrazar Inc. since 2018 as an Afterschool Program Instructor, Site Lead, and Site Director at Schmitt and Johnson Schools. It is recommended that Ms. Gonzalez start at Step II of the Paraeducator Instructional Support salary schedule.

MATRIX (RANGE) NO. CLASSIFICATION	STEP I \$ Hour	STEP II \$ Hour	STEP III \$ Hour	STEP IV \$ Hour	STEP V \$ Hour	STEP VI \$ Hour
Paraeducator Instructional Support (Range 25)	\$21.69	\$22.56	\$23.44	\$24.38	\$25.36	\$26.35

RECOMMENDATION: Approve Advanced Step Placement on the salary schedule for a Paraeducator Instructional Support.



Westminster School District Memorandum

DATE: December 17, 2024

TO: Personnel Commission

FROM: Rich Montgomery, Deputy Superintendent, Human Resources
Donald Mahoney, Interim Executive Director, Human Resources

SUBJECT: Agenda Item 3.2–Approve Advanced Step Placement on the salary schedule for a Health Services Assistant.

The advanced step placement recommendation for a Health Services Assistant comes at the request of Mr. Rich Montgomery, Deputy Superintendent, Human Resources. This request is in accordance with the Personnel Commission Rules and Regulations Article XVII, Section 2. Application of Salary Schedules: 17.2.1. Initial Salary Placement B1 and B2 as follows:

1. The additional skills or qualifications of the candidate that make them especially qualified for the position beyond that required for entry into the class.
2. Additional education at the college level (limited to no more than one step for each two years of education related to the position), but beyond the educational requirements established for entry into the class.

Ms. Jessica Garin has 24 years of clerical experience. Ms. Garin has worked as an activities director at an assisted living facility for a year and has volunteered at Barber City Woman’s Club for the last 14 years. Ms. Garin has a bachelor’s degree in Human Services/Gerontology and holds a certificate in Human Resources Management from California State University Fullerton. It is recommended that Ms. Garin start at Step III of the Health Services Assistant salary schedule.

MATRIX (RANGE) NO. CLASSIFICATION	STEP I \$ Hour	STEP II \$ Hour	STEP III \$ Hour	STEP IV \$ Hour	STEP V \$ Hour	STEP VI \$ Hour
Health Services Assistant (Range 36)	\$23.09	\$24.02	\$24.98	\$25.95	\$27.00	\$28.05

RECOMMENDATION: Approve Advanced Step Placement on the salary schedule for a Health Services Assistant.



Westminster School District Memorandum

DATE: December 17, 2024

TO: Personnel Commission

FROM: Rich Montgomery, Deputy Superintendent, Human Resources
Donald Mahoney, Interim Executive Director, Human Resources

SUBJECT: Agenda Item 3.3—Approve proposed changes to the classification statement and salary range of the Food Services Lead Cook to Nutrition Services Head Chef/Operations Specialist

The Westminster School District’s Nutrition Services Department is looking to enhance its operational framework in anticipation of expanding and improving the meals provided to the students in the cafeteria. As a result, the current leadership assessed the systems and processes currently in place to determine the overall efficacy of the department. Having spent the last year analyzing the department’s needs, the following are the recommendations for consideration.

- The responsibilities and requirements of the position have grown beyond the scope of the current Lead Cook job description. The role now includes overseeing food production accountability across the entire District, rather than just within the Central Kitchen.
- Nutrition Services has drastically increased its food production to include meals served to the expansion of after-school programs and a robust Summer program (SLRP, ESY, Early Ed, & ESP). Nutrition Services now operates year-round.

With the demand for students to receive higher quality meals, it’s integral to raise the culinary and food knowledge standards to meet the community's expectations

This position will also change from a 10-month to a 12-month position.

MATRIX (RANGE) NO. CLASSIFICATION	STEP I \$ Month \$ Hour	STEP II \$ Month \$ Hour	STEP III \$ Month \$ Hour	STEP IV \$ Month \$ Hour	STEP V \$ Month \$ Hour	STEP VI \$ Month \$ Hour
Nutrition Services Head Chef/Operations Specialist (Range 100)	\$4932 \$28.45	\$5129 \$29.60	\$5332 \$30.75	\$5545 \$32.00	\$5766 \$33.25	\$5994 \$34.58

RECOMMENDATION: Approve proposed changes to the classification statement and salary range of the Food Services Lead Cook to Nutrition Services Head Chef/Operations Specialist

WESTMINSTER SCHOOL DISTRICT CLASSIFICATION STATEMENT

TITLE: ~~FOOD SERVICE LEAD COOK~~ NUTRITION SERVICES HEAD CHEF / OPERATIONS SPECIALIST

BASIC FUNCTION:

Under general supervision assists in the **planning**, coordination and operation of the District's Nutrition ~~Center or~~ **Service's Central Kitchen, warehouse, and** school site kitchen; directing **and training** assigned personnel and participating in the preparation of student and staff meals. May assist with baking and catering; maintains assigned areas in a clean and sanitary condition; **Ensures meals served to students, staff, and local school community are safe, of high quality, and meets school nutrition program standards and regulations;** performs other related work as required.

DISTINGUISHING CHARACTERISTICS:

The class of **Nutrition Services Operations Specialist / Head Chef** ~~Food Service Lead Cook~~ is primarily assigned to assist in directing the operation of a food preparation kitchen, as well as the preparation of larger quantities of food. The class of Food Service Cook is primarily assigned to preparing large quantities of foods and main dishes for feeding students and staff.

ESSENTIAL DUTIES:

Assists in the planning, organizing, and coordinating of the activities of the District's Nutrition ~~Center or~~ **Service's Central Kitchen, warehouse, and** school site kitchen staff engaged in preparing large quantities of foods, baked goods and/or catering items for timely delivery to school site kitchens.

Assists in the planning and operation of the year-round nutrition program, including summer programs, Saturday academy, site special events, and district caterings, to ensure district-wide support to staff and students.

Plans, prioritizes, assigns duties, supervises and reviews work of personnel assigned to assist in food preparation and clean up; schedules and coordinates production to meet Nutrition ~~Center~~ **Services department** requirements.

Makes calculations and adjusts recipes to produce required daily quantity of food.

Develop and create appealing, cost-effective recipes that meet all local, state, and federal nutritional guidelines and regulations. Keep up to date with current industry trends and developments, evaluating and presenting recommendations to adopt new procedures, foods, materials, or equipment.

Assists in creating recipes, developing menus, calculating cost, and preparations for the Nutrition Service's catering program.

Keep up to date with current industry trends and developments, evaluating and presenting recommendations to adopt new procedures, foods, materials, or equipment.

Operates a variety of commercial type food service equipment, including mixers, meat slicers, ranges, convection ovens, steamers, hot carts and food processors.

Directs and assists in the preparation of large quantities of food products for transportation to school site kitchens. **pg 1+**

Maintains assigned areas in a clean, sanitary and orderly condition.

Assists in the ordering, receiving, inspecting, wrapping, packaging and storing of food products, supplies and materials; maintains inventory records.

Prepares and maintains daily work sheets; prepares records and reports as directed.

Trains and supervises assigned personnel in the preparation and packaging of food products.

Performs functions of other nutritional services positions, as needed for the purpose of ensuring adequate staff coverage within site nutritional services operations.

Attend professional learning and conference opportunities regarding District business and other topics relevant to this position, and other professional meetings.

Promotes food service operations and special events for the purpose of expanding services and developing nutrition habits in students.

Operates district vehicles.

OTHER REPRESENTATIVE DUTIES:

May suggest trying new foods in the cafeteria.

May promote salad bar choices/teaches salad bar techniques.

May encourage fruit/vegetable intake in cafeteria.

May encourage healthier alternatives at snack/lunch time.

May do some baking and catering.

May conduct tours of the cafeteria that highlight nutrition education.

May taste test nutritious foods.

May occasionally assist in the duties relating to outdoor food service such as barbeques.

May visit school sites to observe food preparation and provide training and feedback.

Performs other related duties as required or assigned.

ORGANIZATIONAL RELATIONSHIPS:

Supervision: Reports to, receives direction from, and is evaluated by the Director, ~~Child Nutrition and Food Service Programs~~ of Nutrition Services, the Assistant Director, ~~Child Nutrition and Food Service Programs~~, of Nutrition Services or the ~~Food Service Operations~~ Nutrition Services Supervisor.

Supervises the work of other personnel assigned to assist in the preparation of cooked foods and meal preparation.

Internal Contacts: Frequent and continuing contact with students, staff, site administrator(s) and food service personnel.

External Contacts: May have some contact with food service vendors and their delivery personnel, parents or community members at the school or work site.

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Sanitary, safe and efficient food preparation and handling procedures.

Principles and methods of large quantity food cooking, baking, serving and storing.

Operation, care, and maintenance of commercial kitchen equipment and utensils, e.g., mixers, slicers, steamers, and convection ovens, etc.

Nutrition and dietary requirements and alternative food sources.

Federal and state lunch, ~~and~~ breakfast, ~~and~~ supper program requirements; basic nutritional standards.

Foods, food quality standards, commercial or institution quality food preparation.

Controlling food costs, using appropriate inventory and portion control procedures and techniques.

Basic principles of supervision and training.

Basic arithmetic, including addition, subtraction, multiplication, and division in all units of measure. Record-keeping principles and procedures.

Basic principles of sanitation, safety and personal hygiene.

Proficient use of computer; data management software, emails, and point-of-sales systems.

ABILITY TO:

Produce a wide variety of uniform, high-quality cooked and baked foods in large quantities.

Read, interpret, and follow standardized recipes; making appropriate calculations and adjustments, as necessary.

Plan and organize work efficiently to ensure effective operations to meet schedules and time-lines.

Learn to assist in the development of nutritionally balanced menus; appropriate for the tastes, growth and development of children.

Communicate clearly; providing work direction to assigned personnel.

Supervise and train assigned personnel.

Learn to estimate amounts of materials needed for use in the preparation of daily breakfast, and lunch and supper menus, and to make adjustments in recipes so that the amounts of food prepared do not exceed amounts of food needed each day.

Operate and train staff to utilize commercial kitchen equipment normally located in the District's Nutrition Center Service's Central Kitchen and school site kitchens.

Understand and follow both oral instructions and written directions.

Work independently, with only general direction.

Make arithmetic calculations quickly and accurately; maintain accurate records.

Operate a motor vehicle in a safe manner.

Work rapidly and efficiently in the performance of assigned tasks.

Establish and maintain cooperative working relationships with those contacted in the course of work.

Communicate effectively and work courteously and tactfully with co-workers, students, staff and community members and on-site personnel.

Operate a computer.

EDUCATION AND EXPERIENCE:

Education: Any combination of training and experience, which would likely provide the required knowledge and abilities for carrying out the duties and responsibilities of this position. A typical way of achieving this would be a high school diploma or equivalency. Culinary Education preferred.

Experience: Two (2) or more years of responsible paid experience in a lead role, handling high volume food preparation, baking and cooking of a wide variety of main dish items in an institutional food service operation. Some catering experience is desirable. Work history which indicates an ability to work regularly, on time and perform effectively.

PHYSICAL DEMANDS:

Persons performing service in this position classification will frequently exert 25 to 40 pounds of force, or greater with assistance, to lift, carry, push, pull or otherwise move objects. This type of work involves constant movement within the work area, and will involve stretching, bending, stooping, walking or standing for extended periods. Perceiving the nature of sound, near and far vision, depth perception, providing oral information, the manual dexterity to operate food service related equipment, and handle and work with various materials and objects are important aspects of this job. Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the job.

WORK ENVIRONMENT:

While performing the duties of this job, the employee is occasionally exposed to moving mechanical parts. Works in a noisy school site kitchen and/or District Nutrition Center using appropriate kitchen equipment, such as heated food carts, ovens, steam table, refrigerator and refrigerated milk carts; routine exposure to heat, cold, and steam resulting from assembling and maintaining food at appropriate temperatures; exposure to liquid and powdered cleaning agents used to clean kitchen surfaces and appliances. May experience exposure to electrical shock and vibration resulting from working with electrical appliances.

LICENSES AND OTHER REQUIREMENTS:

Possession and maintenance of a valid California driver's license.

Satisfactory driving record and work history.

A dependable mode of personal motorized transportation for use in transporting food and supplies, as necessary or required.

Insurability by the District's liability insurance carrier.

Within the first year of employment, must obtain Food Safety **Manager** Certification from a recognized provider approved by the Department of Health Services. Certificate must be renewed prior to the expiration date.

PREPARED BY:	Classified Personnel Department	DATE: 5/93
APPROVED BY:	Board of Trustees	DATE: 6/3/93
APPROVED BY:	Personnel Commission	DATE: 6/15/93
REVISED BY:	Personnel Commission	DATE: 4/20/04
REVISED BY:		DATE: 12/17/2024



Westminster School District Memorandum

DATE: December 17, 2024

TO: Personnel Commission

FROM: Rich Montgomery, Deputy Superintendent, Human Resources
Donald Mahoney, Interim Executive Director, Human Resources

SUBJECT: Agenda Item 3.4—Approve proposed changes to the classification statement of the Food Services Cook to Nutrition Services Chef

The Westminster School District's Nutrition Services Department is looking to enhance its operational framework in anticipation of expanding and improving the meals provided to the students in the cafeteria. As a result, the current leadership assessed the systems and processes currently in place to determine the overall efficacy of the department. Having spent the last year analyzing the department's needs, the following are the recommendations for consideration.

- Accurately represents the position's expectations, fostering clearer communication, and better alignment with NS program goals.
- Ensures consistency across department roles, reflects the current needs of the organization, and maintains relevance in the food service industry.

MATRIX (RANGE) NO. CLASSIFICATION	STEP I \$ Month \$ Hour	STEP II \$ Month \$ Hour	STEP III \$ Month \$ Hour	STEP IV \$ Month \$ Hour	STEP V \$ Month \$ Hour	STEP VI \$ Month \$ Hour
Nutrition Services Chef (Range 42)	\$4111 \$23.70	\$4274 \$24.66	\$4444 \$25.64	\$4622 \$26.63	\$4803 \$27.72	\$4996 \$28.82

RECOMMENDATION: Approve proposed changes to the classification statement of the Food Services Cook to Nutrition Services Chef

WESTMINSTER SCHOOL DISTRICT CLASSIFICATION STATEMENT

TITLE: ~~FOOD SERVICE COOK~~ NUTRITION SERVICES CHEF

BASIC FUNCTION:

Under the general direction of the ~~Lead Cook~~ Nutrition Services Head Chef/Operations Specialist, performs large-quantity cooking and skilled baking operations in the preparation of student and staff meals at the District's Nutrition Center or a school site kitchen. May assist with baking and catering. Maintains assigned areas in a clean and sanitary condition; performs other related work as required.

DISTINGUISHING CHARACTERISTICS:

The class of ~~Food Service Cook~~ Nutrition Services Chef is primarily assigned to preparing large quantities of foods and main dishes for feeding students and staff. The ~~Food Service Lead Cook~~ Nutrition Services Head Chef/Operations Specialist is primarily assigned to assist in directing the operation of a food preparation kitchen, as well as the preparation of larger quantities of food. May do some baking and catering.

ESSENTIAL DUTIES:

Plans, prioritizes and assigns duties to personnel assigned to assist in the preparation of food products and clean-up.

Operates a variety of commercial-type food service equipment, including mixers, meat slicers, ranges, convection ovens, steamers, hot carts, and food processors.

Assists in the preparation of large quantities of food products for transportation to school site kitchens.

Assists in the preparation of special diet meals and district catering.

Maintains assigned work areas in a clean, sanitary, and orderly condition.

Assists in the ordering, receiving, inspecting, wrapping, and storing of food products supplies, and materials; maintains inventory records.

Prepares and maintains daily worksheets; prepares records and reports as directed.

OTHER REPRESENTATIVE DUTIES:

May schedule and coordinate production to meet Nutrition Center requirements.

May make calculations and adjust recipes to produce a required daily quantity of food. May assist in the planning, prioritizing, and assigning of duties.

May assist in training and/or directing assigned personnel in the preparation and packaging of food products.

May suggest trying new foods in the cafeteria.

May promote salad bar choices/teach salad bar techniques.

May encourage fruit/vegetable intake in the cafeteria.

May do some baking and catering.

May encourage healthier alternatives at snack/lunch time

May conduct tours of the District's Nutrition Center that highlight nutrition education.

May taste test nutritious foods.

Performs other related duties as required or assigned.

May occasionally assist in the duties relating to outdoor food service such as barbeques.

May operate district vehicles for food and supply deliveries.

ORGANIZATIONAL RELATIONSHIPS:

Supervision: Reports to, receives direction from, and is evaluated by the Director, ~~Child Nutrition and Food Service Programs~~ of Nutrition Services, the Assistant Director, ~~Child Nutrition and Food Service Programs~~, of Nutrition Services or the ~~Food Service Operations~~ Nutrition Services Supervisor.

Internal Contacts: Frequent and continuing contact with students, staff, site administrator(s) and food service personnel.

External Contacts: May have some contact with food service vendors and their delivery personnel, with parents or community members at the school or work site.

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Principles and methods of large quantity food cooking, baking, serving, and storing.

Operation, care, and maintenance of commercial kitchen equipment and utensils, e.g., mixers, slicers, steamers, and convection ovens, etc.

Sanitary, safe, and efficient food preparation and handling 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.

Basic arithmetic, including addition, subtraction, multiplication, and division in all units of measure.

Record-keeping principles and procedures.

ABILITY TO:

- 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.
 - Plan and organize work efficiently to ensure effective operations and meet schedules and time-lines.
 - Operate commercial kitchen equipment normally located in the District's Nutrition Center and school site kitchens.
 - Understand and follow both oral instructions and written directions.
 - Communicate clearly; provide work direction to assigned personnel when necessary.
 - Work independently, with only general direction.
 - Make arithmetic calculations quickly and accurately; maintain accurate records.
 - Work rapidly and efficiently in the performance of assigned tasks.
 - Operate a motor vehicle in a safe manner.
 - Establish and maintain cooperative working relationships with those contacted in the course of work.
 - Communicate effectively and work courteously and tactfully with co-workers, students, staff and community members.
 - Operate a computer.
-

EDUCATION AND EXPERIENCE:

- Education: Any combination of training and experience, which would likely provide the required knowledge and abilities for carrying out the duties and responsibilities of this position. A typical way of achieving this would be a high school diploma or equivalency. [Culinary Education preferred.](#)
 - Experience: One (1) year of responsible paid experience in volume food preparation, baking and cooking of a wide variety of main dish items in an institutional food service operation. Work history which indicates an ability to work regularly, on time and perform effectively.
-

PHYSICAL DEMANDS:

Persons performing service in this position classification will frequently exert 25 to 40 pounds of force, or greater with assistance, to lift, carry, push, pull or otherwise move objects. This type of work involves constant movement within the work area, and will involve stretching, bending, stooping, walking or standing for extended periods of time. Perceiving the nature of sound, near and far vision, depth perception, providing oral information, the manual dexterity to operate food service related equipment, and handle work with various materials and objects are important aspect of this job. Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of this job.

WORK ENVIRONMENT:

While performing the duties of this job, the employee is occasionally exposed to moving mechanical parts. Works in a noisy school site kitchen and/or District Nutrition Center using appropriate kitchen equipment, such as heated food carts, ovens, steam table, refrigerator and refrigerated milk carts; routine exposure to heat, cold, and steam resulting from assembling and maintaining food at appropriate temperatures; exposure to liquid and powdered cleaning agents used to clean kitchen surfaces and appliances. May experience exposure to electrical shock and vibration resulting from working with electrical appliances.

LICENSES AND OTHER REQUIREMENTS:

Possession and maintenance of a valid California driver’s license.

Satisfactory driving record and work history.

A dependable mode of personal motorized transportation for use in transporting food and supplies, as necessary or required.

Insurability by the District’s liability insurance carrier.

Within the first year of employment, must obtain Food Safety Certification from a recognized provider approved by the Department of Health Services. Certificate must be renewed prior to expiration date.

PREPARED BY:	Classified Personnel Department	DATE: 5/93
APPROVED BY:	Board of Trustees	DATE: 6/3/93
APPROVED BY:	Personnel Commission	DATE: 6/15/93
AMENDED BY:	Personnel Commission	DATE: 2/01
REVISED BY:	Personnel Commission	DATE: 4/20/04
REVISED BY:		DATE: 12/17/24



Westminster School District Memorandum

DATE: December 17, 2024

TO: Personnel Commission

FROM: Rich Montgomery, Deputy Superintendent, Human Resources
Donald Mahoney, Interim Executive Director, Human Resources

SUBJECT: Agenda Item 3.5—Approve new classification statement and salary range for the Senior Lead Food Service Worker

The Westminster School District's Nutrition Services Department is looking to enhance its operational framework in anticipation of expanding and improving the meals provided to the students in the cafeteria. As a result, the current leadership assessed the systems and processes currently in place to determine the overall efficacy of the department. Having spent the last year analyzing the department's needs, the following are the recommendations for consideration.

- The Nutrition Services department is seeking to enhance our internal staff training programs to ensure the delivery of high-quality service and maintain accountability within our School Foods Program. The primary goal of this position is to provide comprehensive, hands-on training in advanced processes and procedures directly at school sites. By doing so, we aim to promote service consistency and uphold standards across the entire District.
- Creates a career growth pathway and promotional opportunity that bridges Nutrition Services' physical frontline work with exposure to administrative back-office work.

This position will be a 10 month position.

MATRIX (RANGE) NO. CLASSIFICATION	STEP I \$ Month \$ Hour	STEP II \$ Month \$ Hour	STEP III \$ Month \$ Hour	STEP IV \$ Month \$ Hour	STEP V \$ Month \$ Hour	STEP VI \$ Month \$ Hour
Senior Lead Food Service Worker (Range 42)	\$4111 \$23.70	\$4274 \$24.66	\$4444 \$25.64	\$4622 \$26.63	\$4803 \$27.72	\$4996 \$28.82

RECOMMENDATION: Approve new classification statement and salary range for the Senior Lead Food Service Worker

WESTMINSTER SCHOOL DISTRICT CLASSIFICATION STATEMENT

TITLE: SENIOR LEAD FOOD SERVICE WORKER

BASIC FUNCTION:

Under the direction of Nutrition Services Management, trains, leads, and participates in the work of Lead Food Service Workers and Food Service Workers in preparing, setting up, and serving food to students and staff at all school site kitchens. Monitors, trains, oversees, and participates in maintaining food service areas, facilities, and equipment in a neat, clean, safe, and sanitary manner; responsible for ordering food or supplies, resolving problems, and answering questions regarding the food service program at the site. Maintains cash drawer and makes change; operates computerized point-of-sale equipment; prepares daily cash and sales reports; substitutes at school sites; performs other related work as required.

DISTINGUISHING CHARACTERISTICS:

The class of Senior Lead Food Service Worker is based out of the Nutrition Services Central Kitchen and assists with the school nutrition program monitoring and training of Lead Food Service Workers and Food Service Workers in meal preparation techniques district-wide. They are not directly assigned to a school site kitchen and will report to specific monitoring, training, and/or coverage assignments. Under the direction of Nutrition Services management. The class Lead Food Service Worker is a mid-level classification that may be assigned to work at either the Nutrition Center or a school site kitchen and is primarily responsible for the preparation and serving of food.

ESSENTIAL DUTIES:

Monitors and trains Lead Food Service Workers and Food Service Workers in accordance with school nutrition program rules and regulations and efficient working techniques at all school site kitchens.

Drives a district or personal vehicle to travel to the daily assigned school site.

Assists in maintaining kitchen and equipment in a clean, safe, and sanitary condition.

Consult with Food Service Workers in adjusting food counts.

Organizes and participates in the selling and serving of a variety of foods at the point of sale.

Gives oral or written instructions to Lead Work Service Workers and Food Service Workers in preparing and serving food and cleaning up.

Resolves day-to-day problems at the school site kitchen, and consults with Nutrition Services Management to resolve the more complex problems.

Operates computerized point-of-sale equipment; counts money and makes change.

Maintains necessary records and completes required monitoring reports; oversees completion of daily reports.

Monitors student meals during lunch participation assuring compliance with the National School Lunch Program.

Answers food service questions and works cooperatively with co-workers, staff, administration and community members.

Makes calculations and completes simple record-keeping forms.

Provides input on Lead Food Service Workers and Food Service Workers' performance.

Suggests trying new foods in the cafeteria.

Promotes salad bar choices/Teach salad bar technique

Encourages fruit/vegetable intake in the cafeteria.

OTHER REPRESENTATIVE DUTIES:

May assist with communication between the Nutrition Services office and school site staff.

May be responsible for providing special-needs diets and required records/reports.

May assist with the organization and setup of serving areas, such as salad bar or steam tables.

May assist in the preparation of food products, involving such activities as preparing breakfast and/or lunch items, sandwiches, mixing salads, and preparing fruits and vegetables.

May deliver food and supplies to satellite school sites.

May assist in the operation of kitchen equipment, e.g. can openers, mixers, ovens, etc.

May serve students and staff at an assigned school site.

May train and direct student workers in the serving and sale of food items, as well as the cleaning of table tops.

May collect, sort, and distribute keypad cards.

May occasionally oversee and assist in the duties relating to school events requiring food.

Encourages healthier alternatives at snack/lunchtime.

May conduct tours of the cafeteria that highlight nutrition education.

May taste test nutritious foods.

Performs other related duties as required or assigned.

ORGANIZATIONAL RELATIONSHIPS:

Supervision: Reports to, receives direction from, and is evaluated by the Director, Nutrition Services, Assistant Director, Nutrition Services, or the Nutrition Services Supervisor.

Provides direction and work guidance to assigned Lead Food Service Workers and Food Service Workers.

Internal Contacts: Frequent and continuing contact with students, staff, site administrator(s), and food service personnel.

External Contacts: May have some contact with parents or community members at the school or work site.

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

KNOWLEDGE AND ABILITIES:

Knowledge of:

School Nutrition Program rules and regulations for serving reimbursable and compliant meals.

Advance principles of sanitation and safety, personal and institutional hygiene.

Computer operation at the intermediate skill level.

Proper use and care of basic kitchen equipment and utensils.

Fundamentals in the preparation of food(s).

Cash accounting and record-keeping systems.

Basic arithmetic, including addition, subtraction, multiplication, and division in all units of measure. Basic fundamentals of employee motivation and supervision.

Ability to:

Effectively train, lead, and obtain the cooperation of Nutrition Services staff.

Oversee and participate in the duties and responsibilities of Food Service Workers

Train and provide work direction to others.

Plan, organize, and assign work to others.

Prioritize and identify needs and solve day-to-day problems/issues independently

Skillfully handle difficult situations using good judgment

Work courteously and tactfully with co-workers, students, staff, and community members.

Establish and maintain cooperative working relationships with those contacted in the course of work.

Communicate effectively with staff, students, teachers, and on-site personnel.

Follow both oral instructions and written directions. Work independently without on-site supervision.

Understand, be understood, give, and carry out instructions spoken and written in English.

Count money and make changes accurately.

Perform data entry and operate a computer.

Complete required sales and cash reports.

Operate and clean food service equipment.

Work rapidly and efficiently in the performance of assigned tasks.

Assist food service personnel in the preparation, service, and distribution of food.

Perform arithmetic calculations.

Maintain written and numerical records.

EDUCATION AND EXPERIENCE:

Education: High school graduation or equivalency.

Experience: Two years of experience in a school food services setting in a Lead Capacity.

Experience working with computerized point of sale.

Work history which indicates an ability to be at work regularly, on time, and perform effectively.

PHYSICAL DEMANDS:

Persons performing service in this position classification will frequently exert 25 to 40 pounds of force, or greater with assistance, to lift, carry, push, pull, or otherwise move objects repetitively. Requires standing and walking for extended periods of time, frequently in confined areas, as well as the dexterity to lift and move moderately heavy containers of food to and from refrigerators, freezers, carts, and steam tables. Perceiving the nature of sound, near and far vision, depth perception, and providing oral information. The manual dexterity to operate food service-related equipment, and handle and work with various materials and objects are important aspects of this job. Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the job.

WORK ENVIRONMENT:

Works in a noisy school site kitchen and/or District Nutrition Center using appropriate kitchen equipment, such as heated food carts, ovens, steam tables, refrigerator, and refrigerated milk carts; routine exposure to heat, cold, and steam resulting from assembling and maintaining food at appropriate temperatures; exposure to liquid and powdered cleaning agents used to clean kitchen surfaces and appliances. May experience exposure to electrical shock and vibration resulting from working with electrical appliances.

LICENSES AND OTHER REQUIREMENTS:

- (1) Possession and maintenance of a valid California Driver's License.
- (2) A reliable vehicle available for use in the performance of the duties and responsibilities assigned to this classification.
- (3) Within the first year of employment, must obtain Food Safety Manager Certification from a recognized provider approved by the Department of Health Services. The certificate must be renewed prior to the expiration date.

PREPARED BY: Human Resources, Classified Department

DATE: 12/12/2024

APPROVED BY: Board of Trustees

DATE: 1/16/2025

APPROVED BY: Personnel Commission

DATE: 12/17/2024

Human Resources Classified Recruitment Report - Last Updated on 12-11-2024

Job Posting	Hired	Current Vacancies	Site	Eligibility List	Recruitment Status
Behavior Program Supervisor	0	1	Land	N	Testing in progress
Bus Driver	2	1	Transportation	N	Posted on edjoin
Community Liaison Worker-Vietnamese	1	0	ESP	N	Hired
Community Liaison Worker Spanish	0	1	Warner	N	Posted on edjoin
Early Education Program Supervisor	0	1	Early Ed		Posted on edjoin
Early Ed Asst.	2	0	Various Sites	Y	Hired
ELPAC Testing Technician	1	0	Ed Services	N	Hired
ESP Facilitator* <i>Outsourced to Talent Collaborative</i>	2	43	Various Sites	N	Posted on edjoin
ESP Lead Facilitator* <i>Outsourced to Talent Collaborative</i>	0	10	Various Sites	N	Posted on edjoin
ESP Site Supervisors	0	2	ESP	N	Testing in progress
Extended School Program Supervisor	0	1	ESP	N	Posted on edjoin
Executive Director, Human Resources	0	1	HR	N	Posted on edjoin
Food Service Worker	0	6	Various Sites	N	Testing in progress
Intermediate Account Clerk	0	2	Nutrition Services & Business	Y	Testing in progress
Lead FSW	2	3	Various Sites	N	Preparing for posting
Paraeducator (40 hours)	0	1	Various Sites	N	Testing in progress
Paraeducator Instructional Support	1	20	Various Sites	N	Testing in progress
Paraeducator Specialized Health	0	1	Anderson	N	hold
Paraeducator Behavior	0	5	Various Sites	N	Final Interview Process
Senior Clerk Typist	0	1	Various Sites	N	Testing in progress
Speech and Language Assistant	0	1	Various Sites	N	Testing in progress
Student Transportation Assistant	0	1	Transportation	N	Posted on edjoin
Transportation Dispatcher Scheduler	0	1	Transportation	Y	Posted on edjoin

Month At A Glance

Ending 12/11/2024

ESP Vacancies*	Hired	Core Vacancies	Total Vacancies	Vacancy Rate (w/ESP)	Vacancy Rate (w/o ESP)
56	11	47	103	12.75%	6.70%

Ending 11/13/2024

ESP Vacancies*	Hired	Core Vacancies	Total Vacancies	Vacancy Rate (w/ESP)	Vacancy Rate (w/o ESP)
55	13	41	96	11.98%	5.87%

Paraeducator (20 hours) Positions will be filled by substitutes due to them being only 1 year positions. Therefore vacancies for these positions are now removed.

Early Ed Positions put on hold (21) due to licensing and enrollment

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