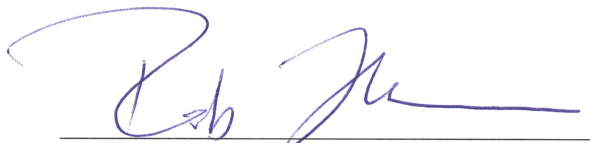


MEMORANDUM OF UNDERSTANDING
between the
FOLSOM CORDOVA UNIFIED SCHOOL DISTRICT
and
CSEA CHAPTER #528
(Reclassification of vacant Categorical Program Assistant to Food Service Clerk)

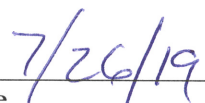
The needs of the District require changes to the following position:

1. The Food Services Department currently maintains a six (6) hour ten (10) month Categorical Program Assistant position (PCN 211243), Range 18. This position is currently vacant. The Categorical Program Assistant job description does not adequately describe the work that the person in this position performs.
2. The District has created a new job description titled Food Service Clerk (see attached).
3. The District is closing PCN 211243 and replacing it with a new six (6) hour ten (10) month Food Service Clerk position, Range 18.

This is a one-time non-precedent setting agreement and shall fully and finally resolve all bargaining related to the impacts and effects of this change.



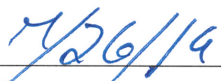
For CSEA, Chapter 528



Date 7/26/19



For Folsom Cordova Unified School District



Date 7/26/19



CSEA Labor Representative



Date 7/26/19

FOOD SERVICE CLERK**DEFINITION:**

Under direction of the Food Services Director, perform a variety of duties essential to the success of the Food Service Department

QUALIFICATIONS:

Experience: Two years of general clerical experience

Education: High school diploma, GED or equivalent

DISTINGUISHING CHARACTERISTICS:

- This is an entry-level clerical position. This position, while routine and repetitive, may also include other duties as assigned by the Food Services Director.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Under the direction of the Food Services Director, incumbent will:

- Input food & supply orders to vendors on specified days
- Scan and process applications for free & reduced price meals
- Update the menu boards for the Point of Sale system
- Prepare menus for publication and post on district website
- Enter meal count data into Excel spreadsheets
- Perform the Annual Verification
- Initiate and answer phone calls; screen; direct or take messages
- Collect, open, and distribute department mail

KNOWLEDGE:

- Operate an assortment of office equipment including a computer and assigned software
- Proficient in use of email and internet
- Basic record-keeping and filing techniques

ABILITIES AND SKILLS:

- Plan, prioritize, and organize work to meet deadlines, schedules and timelines
- Professional telephone etiquette
- Accurate keyboard skills (must type 45 wpm)

PHYSICAL REQUIREMENTS:

Physical abilities include the usual and customary methods of performing the job's functions and require the following physical demands: occasional lifting, carrying, pushing and/or pulling; some climbing and balancing, some stooping, kneeling, crouching; reaching, handling, touching and/or feeling; manual dexterity to operate a telephone and enter data into a computer.

Significant physical abilities include ability to sit at a desk, conference table, or in meetings of various configurations for extended periods of time; see and read, with or without visual aids, laws and codes, rules, policies and other printed matter, computer screens and printouts; hear and understand speech at normal room levels and hear and understand speech on the telephone; speak in audible tones so that others may understand clearly in normal conversations.

WORK ENVIRONMENT:

- The work environment characteristics described are representative of those an employee encounters while performing the essential functions of this job.
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- The noise level in the work environment is usually moderate.
- Employees in this position will be required to work indoors in a standard office environment and come in direct contact with district staff and the public.