

**Covina-Valley Unified School District  
Personnel Commission**

**Regular Meeting**

**Agenda**

Dr. Mary Hanes Professional Development Center  
220 West Puente Avenue, Covina, CA 91723  
4:45 p.m.

July 12, 2022

The Personnel Commission welcomes residents of the community to attend its meetings. Members of the public have the opportunity to address the Personnel Commission at each meeting. Five minutes may be allotted to each speaker and a maximum of 20 minutes to each subject. If you wish to address the Personnel Commission, please complete the "Request to Speak" card and hand it to the clerk prior to the start of the meeting.

The Personnel Commission does not censor public comment, which may include criticisms about a specific employee, nor does the Commission require that such discussion not take place in public. The Commission encourages members of the community to make their public comments in a courteous and respectful manner so as to facilitate the resolution of disputes involving matters under the Commission's jurisdiction.

**Reasonable Accommodations for Individuals with a Disability**

Any individual with a disability who requires reasonable accommodation to participate in a Personnel Commission meeting may request assistance by contacting the office of the Director, Personnel Services, 519 E. Badillo St., Covina, California 91723; (626) 974-7000; Fax (626) 974-7073.

Meeting called to order by the presiding officer \_\_\_\_\_ at \_\_\_\_\_ p.m.

Flag Salute

Roll Call:

Reggie Alderete President	_____
Judith C. North, Vice President	_____
Dennis McNaught, Member	_____
Michele Doll, Assistant Superintendent, Personnel Services	_____
Rod Zerbel, Director, Personnel Services	_____

## I - Preliminary

1. **Adoption of Agenda.** Recommendation is made that the agenda be adopted as submitted. **Action**

Motion by \_\_\_\_\_, Seconded by \_\_\_\_\_, Vote \_\_\_\_\_

2. **Approval of Minutes.** Minutes of the regular meeting of June 9, 2022, are submitted for approval. **Action**

Motion by \_\_\_\_\_, Seconded by \_\_\_\_\_, Vote \_\_\_\_\_

3. **Approval of Minutes.** Minutes of the special meeting of June 28, 2022, are submitted for approval. **Action**

Motion by \_\_\_\_\_, Seconded by \_\_\_\_\_, Vote \_\_\_\_\_

## II - Public Comments

At this time members of the public may address the Personnel Commission. State law prohibits the Commission from acting on any issue not included on the agenda. Due to time limits imposed for public comment, the Commissioners do not answer questions or respond to statements made during the public comment.

4. **Public Comments on Non-Agenda Items.** Any person wishing to speak to any item **not** on the agenda will be granted up to five minutes to address the Commission regarding that item. **Info**

5. **Public Comments on Agenda Items.** Any person wishing to speak to any item **on** the agenda will be granted up to five minutes to address the Commission regarding that item. **Info**

## III - Director/Commission Member Comments

6. **Director's Report.** At this time the Director may address activities, correspondence, or operations; and may acknowledge or recognize specific programs, activities, or personnel. **Info**

7. **Commission Members' Comments.** At this time Commission Members may address activities, correspondence, or operations; and may acknowledge or recognize specific programs, activities, or personnel. **Info**

## IV- Consent Item

8. **Revised Job Description.** The revised job description, Nutrition Services District Supervisor, is presented for information. (Ref. A) **Info**

Motion by \_\_\_\_\_, Seconded by \_\_\_\_\_, Vote \_\_\_\_\_

**V- Closed Session**

9. **Public Employee Discipline/Dismissal/Release.** (Gov. Code 54957)

**Discussion**

**VI - Adjournment**

10. **Adjournment.** \_\_\_\_\_ p.m.

**Action**

Motion by \_\_\_\_\_, Seconded by \_\_\_\_\_, Vote \_\_\_\_\_

**Revised Job Description**  
**Nutrition Services District Supervisor**

Under the direction of the Director of Nutrition Services, plan, organize, supervise, and implement District food service operations and activities; coordinate personnel, communications, computerized cashiering functions, the preparation, distribution, cooking and, selling of food items to meet District nutrition service needs; assure smooth and efficient activities; monitor and, inspect school site food service activities; prepare and maintain related records and reports; train and provide work direction and guidance to assigned personnel.

This position will be paid on the appropriate step of the classified management salary schedule (12 months, Range 182X, \$5,524.44 - \$6,718.72)

**Nutrition Services District Supervisor**

**Definition**

Under the direction of the Director of Nutrition Services, plan, organize, supervise, and implement District food service operations and activities; coordinate personnel, communications, computerized cashiering functions, the preparation, distribution, cooking and, selling of food items to meet District nutrition service needs; assure smooth and efficient activities; monitor and, inspect school site food service activities; prepare and maintain related records and reports; train and provide work direction and guidance to assigned personnel.

**Essential Duties and Responsibilities**

- Plan, organize, coordinate, and implement District nutrition service operations and activities;
- Assist in establishing and maintaining District-wide nutrition services timelines and priorities;
- Assist in assuring District food service functions comply with safety and sanitation regulations, established laws, rules, regulations, policies and procedures.
- Coordinate personnel, communications, computerized cashiering functions;
- Preparation, distribution, cooking, and selling of food items to meet District food service needs;
- Assure smooth and efficient activities;
- Monitor and inspect school site food service activities to assure food quality, sanitation practices, nutrition standards, and safety conditions meet established requirements.
- Train and provide work direction and guidance to assigned personnel;
- Participate in applicant interviews; provide input concerning employee hiring, discipline, and evaluations as directed;
- Review and verify employee time sheets;
- Review staff work for compliance with established requirements and procedures, and assist with processing vacation requests and sick leave.
- Assure adequate supplies, equipment, and personnel are available to meet school site cafeteria needs;
- Coordinate response to employee absences by arranging for substitute employees or adjusting employee schedules as directed;
- Oversee the distribution of food items to designated school sites;
- Arrange equipment maintenance and repairs as needed.
- Serve as a technical resource to Nutrition Services personnel concerning food preparation, sanitation, storage, nutrition, menus, computerized cashiering functions, and related activities;
- Respond to inquiries;
- Provide detailed and technical information;

- Assure staff understanding regarding related standards, requirements, specifications, techniques, practices, policies, and procedures;
- Compile information and prepare and maintain a variety of records, reports, and files related to food service operations, inspections, injuries, safety, food storage and distribution, complaints, personnel, attendance, production, and assigned activities;
- Assure mandated reports are completed according to established timelines;
- Process various forms and worksheets;
- Monitor activities and personnel to assure food service needs are being met;
- Related facilities equipment and utensils are maintained in a clean and sanitary condition;
- Inspect and review food preparation and serving areas to assure appropriate health and safety standards are maintained;
- Provide technical information and assistance to the Director of Nutrition Services regarding food service operations, personnel, equipment, and related activities, needs, and issues;
- Assist the Director with identifying and resolving food issues, discrepancies, complaints and conflicts;
- Operate standard office equipment including a computer and assigned software;
- Oversee computerized cash register operations and coordinate related installation, training and repair functions;
- Drive a vehicle to conduct work;
- Communicate with personnel, administrators, and various outside agencies to exchange information, coordinate activities, and resolve issues or concerns;
- Attend and participate in various meetings assigned;
- Perform related duties as assigned.

#### Knowledge of

- Recipe preparation, menu planning and analysis;
- Commodity management and bid preparation;
- Planning, organization, coordination, and implementation of District food service operations and activities including the preparation, cooking, serving, selling, distribution, and delivery of food items;
- Methods of preparing, cooking, and serving foods in large quantities;
- Food service quality, portion control, and appearance standards related to food items. Quality control techniques, practices, and procedures;
- Proper methods of storing equipment, materials, and supplies;
- Applicable laws, codes, regulations, policies, and procedures;
- Sanitation and safety practices related to preparing, handling, cooking, and serving food;
- Standard kitchen equipment, utensils, and measurements;
- Principles of training and providing work direction;
- Oral and written communication skills;
- Policies and objectives of assigned programs and activities;
- Interpersonal skills using tact, patience, and courtesy;
- Operation of a computer and assigned software;
- Health and safety regulations;
- Record-keeping and report preparation techniques.

### Ability to

- Plan, organize, coordinate, and implement District food service operations and activities.
- Coordinate personnel, communications, and computerized cashiering functions;
- Prepare, distribute, cook and sell food items to meet District nutrition service needs;
- Assure smooth and efficient activities;
- Monitor and inspect school site food service activities to assure food quality, sanitation practices, nutrition standards, and safety conditions meet established requirements;
- Train and provide work direction and guidance to assigned personnel;
- Assure adequate supplies, equipment, and personnel to meet school site cafeteria needs;
- Coordinate response to employee absences by arranging for substitutes or adjusting schedules;
- Serve as a technical resource to Nutrition Services personnel concerning food preparation, sanitation, storage, nutrition, menus, computerized cashiering functions, and related activities;
- Follow and assure compliance with health and sanitation requirements;
- Interpret, apply, and explain rules, regulations, policies, and procedures;
- Establish and maintain cooperative and effective working relationships with others;
- Operate a computer and assigned office equipment;
- Determine appropriate action within clearly defined guidelines;
- Meet schedules and timelines;
- Work independently with little direction;
- Plan and organize work;
- Compile information and prepare and maintain a variety of records, reports, and files.

### Physical Demands

- Dexterity of hands and fingers to operate a computer keyboard;
- Seeing to read a variety of materials.
- Sitting or standing for extended periods of time.
- Employees in this classification stand, walk, sit, lift and carry objects up to 25 pounds;
- Carry push, pull, stoop and bend repetitively, kneel, and reach overhead, repetitively;
- Use fingers, twist and or apply pressure with wrists or hands, simultaneously use both hands or both legs;
- Speak clearly, hear normal voice conversation;
- Have depth perception, and color vision and see small details;
- Operate motorized equipment.

### Training and Experience

- Bachelor's degree from an accredited college or university with a major in institution management, dietetics, food and nutrition, hotel and restaurant management, business or public administration or, another related field is required;

- Two years of administrative or supervisory experience in institutional food preparation, distribution, and or service is required.

Required Qualifications:

- Current CPR and First Aid certification prior to starting the assignment and maintaining current certification at all times;
- Valid California Driver's License;
- Insurability by District's liability insurance carrier;
- Current and valid Los Angeles County Food Manager Serv-Safe certification.

Preferred Qualifications:

- Bilingual, Spanish speaking preferred.

This position will be paid on the appropriate step of the classified management salary schedule (12 months, Range 182X, \$5,524.44 - \$6,718.72)