Agreement

Between

Medford School Cafeteria Employees

And

The Medford School Committee

July 1, 2025 - June 30, 2026

and

July 1, 2026 - June 30, 2029

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Pursuant to the application provisions of Chapter 150E of the General Laws of Massachusetts, this contract is made this 1ST day of July, 2025, by the Medford School Committee (hereinafter sometimes referred to as the Committee) and the Medford School Cafeteria Employees (hereinafter sometimes referred to as the Union).

Article 1 - Recognition

For the purpose of collective bargaining with respect to wages, hours, other conditions of employment, the negotiation of collective bargaining agreements and any related questions arising thereunder, the committee recognizes the Union (Service Employees International Union, Local 888) as the exclusive bargaining agent and representative of the cafeteria staff employed by the committee; excepting, however, every such employee who on the effective date of this Agreement is, or thereafter shall be, designated by the committee as a representative of it for the purpose of such bargaining, and the Superintendent, Assistant Superintendents, and the Director of School Lunch Programs, and managerial and/or confidential employees as defined in Chapter 150E of General Laws of Massachusetts.

Article 2 - Management Rights

Section 1 Nothing in this Agreement shall be construed in any way to alter, modify, change, or limit the authority and jurisdiction of the School Committee, as provided by the Massachusetts Constitution, the General Laws of Massachusetts, the Decisions of the Supreme Judicial Court of the Commonwealth of Massachusetts, or the laws of the United States, or any law or order pertinent thereto.

During the term of this Agreement, except as expressly provided otherwise therein, the determination and administration of cafeteria policy, the operations of the schools, the maintenance and care of the schools' cafeteria services and responsibilities, and the direction of the staff are vested exclusively in the School Committee. Without limiting the generality of the foregoing, the Union recognizes and agrees that the right to plan, manage, direct, and control the school's business, operations, and working force; to hire, promote, transfer, and lay-off employees; and lawfully and for just and proper cause, to demote, discipline, suspend

or discharge employees; and the right to determine the hours, schedules and assignments of work, the work tasks, classification, and standards of performance for employees is vested exclusively in the management of the Medford School Committee.

The Committee is a public body established under and with the powers provided by the statutes of the Commonwealth of Massachusetts, and nothing in this Agreement shall be deemed to derogate from or impair any power, right, or duty conferred upon the Committee by statutes or any rule or regulation of any agency of the Commonwealth.

As to every matter not specifically mentioned or provided for in this Agreement, the committee retains all the powers, rights, and duties that it has by law and may exercise, being made the subject of a grievance or arbitration proceeding hereunder.

Section 2 Medford Public Schools may maintain a substitute list of no more than six (6) to support continuity of operations. Substitute staff shall be utilized when necessary to cover regular staff absences due to sickness, vacation, or other temporary leaves, or to fill vacancies for positions that are open and which the Medford Public Schools is actively seeking to fill permanently.

Article 3 - Grievance Procedures

Section 1 A grievance is a complaint of any employee which may arise concerning wages, hours, and conditions of employment covered by this Agreement or the interpretation and application of the terms of this Agreement, and shall be settled in the following manner:

Step 1. The employee with a grievance will first discuss it with the Director of School Lunch Programs to resolve the matter informally. The employee will be required to initiate this first step within five (5) working days of the occurrence that gave rise to the grievance. A representative of the Union may be present. If the grievance is not resolved in the above manner, the employee and/or the Union may present their grievance, which shall be in writing, to the Superintendent of Schools within ten (10) working days of said discussion.

Step 2. The Superintendent shall, within ten (10) working days after receipt of the written grievance, meet with the aggrieved employee and representatives of the Union to resolve this matter. The Superintendent shall notify the employee and the Union in writing of his disposition of the matter within ten (10) working days of the meeting or within ten (10) working days after the expiration of the initial ten (10) working-day limit. If the grievance is still unresolved, the employee and/or the Union may present the grievance, which shall be in writing, to the School Committee within ten (10) days of the Superintendent's decision. The Superintendent's failure to render a decision within said time limit shall be treated as a denial.

Step 3. The School Committee, at the next regular School Committee meeting after receipt of the written grievance, shall meet with the aggrieved employee and a representative of the Union to resolve the matter. The School Committee shall thereafter notify the aggrieved employee and the Union in writing within ten (10) working days, as to the result of their deliberations. Failure of the School Committee to render a decision shall be treated as a denial.

Step 4. If the grievance still remains unresolved between the School Committee and the Union and/or employee, then either party may submit the matter to arbitration within thirty (30) working days of the School Committee's response in Step 3, pursuant to the Labor Arbitration Rules of the American Arbitration Association, provided, however, no grievance shall be submitted to arbitration that:

4.1. Involves a matter outside the scope of the express terms of this Agreement, notwithstanding the fact that the matter may have been discussed as a grievance in Steps 1 through 3.

4.2. Involves a matter which has not been presented timely according to the time limitations as set forth herein, unless modified in writing by the mutual consent of the parties.

The Union agrees that it will not prosecute any grievance it determines to be without merit or frivolous. It is understood that the employee shall be entitled to initiate a grievance, prosecute it in accordance with the tenets of this Article, and that a Union representative shall be

afforded the opportunity of being present during such prosecution, but that the individual grievant shall not be entitled to initiate arbitration without the written consent of the Union.

Grievances pending or arising during the summer vacation period shall be held in abeyance until the opening of school in September, and shall then be processed in accordance with the provisions of this Article.

Nothing in this Agreement shall be construed as to obligate the parties to arbitrate the unresolved matters in any future negotiation or opener thereof, to be entered into upon the termination, opening, or reopening of this Agreement.

The arbitrator chosen shall have the power or authority to make a decision contrary to law, to add or to subtract from, or modify any of the terms of this Agreement. The decision of the arbitrator shall be final and binding upon the parties, subject to the provisions of General Laws, Chapter 1SOC. The costs of the arbitration shall be shared equally by the Committee and the Union.

Article 4 - No Strike Clause

The Union, on its own behalf and on behalf of each of the employees that it represents, hereby agrees and covenants that it will not authorize, approve, participate or in any way induce, encourage, or condone any strike, work stoppage, slowdown or withholding of services in whole or in part, from the employer, the City of Medford School Committee and the City of Medford.

Article 5 - Dues Deduction

During the term of this Agreement, the Employer shall deduct from each member of the union who voluntarily executes an authorization form an amount set by the union dues and COPE contributions, and, upon request, any additional dues amount specified by the Union and authorized by the employee.

When filed with the employer, the authorization form will be honored in accordance with its terms. Deductions will be promptly transmitted to the Union by electronic transfer (ACH). Along with the ACH payment, an employee payroll roster will be submitted within two business days

via electronic means in CSV or Excel format, including any employee in a bargaining unit who does not have dues deducted.

This electronic employee payroll roster must include employee ID numbers, legal name, bargaining unit, deduction amount, deduction type, base pay amount (excluding overtime, shift differentials, bonuses, and longevity), pay ending date, and check date.

Article 6 - Wages and Work Year

Section 1 For a complete wage illustration, Appendix A is attached.

Section 2 The work year shall be defined as outlined below.

- Utility Worker/Driver - 8 hours per day; 12-month employee
- Kitchen Manager - 6.5 hours per day for elementary and middle school cafeterias and 7 hours per day for the high school cafeteria; 184 work days per school year
- Assistant Kitchen Manager - minimum of 5 hours per day; 184 work days per school year
- Cafeteria Worker - minimum of 3 hours per day; 182 work days per school year
    - Staff shall report to school 1 day before the start of the school year for preparation and mandatory training.
    - Staff shall report to work for 1 day after the end of the school year for cleanup.
    - Prep and cleanup days will be determined by the director upon issuance of the school calendar for the upcoming school year.
- Central Kitchen/MHS Kitchen Manager - 8 hours per day; 12-month employee

Section 3 Waivers from the scheduled work hours will be granted at the Director's sole discretion. If waivers are granted that result in a typical work day of less than three hours per day, the employee will not be entitled to the vacation time, sick time, holiday, leaves, and longevity benefits outlined in this contract.

Section 4 Employees covered by this Agreement shall be placed on the first step of their respective scale upon hiring and advance to the next step on July 1. New hires will advance to the next step provided they were hired on or before January 1 of the same year.

Section 5 Notwithstanding the provisions of Section 1 hereof, it is understood that moving up steps are not automatic. Employees deemed to be performing satisfactory work will advance one step on the wage scale on July 1 of each year. The School Committee reserves the right to withhold increments from an employee covered by this Agreement for unsatisfactory work. Unsatisfactory work shall be defined as:

- Receiving a rating of 1 on the annual performance review as outlined in Appendix B. Employees rated 2 overall may not receive increments at the Superintendent's discretion.
- Failing to complete the required professional development assigned by the Director. The Director will send reminders on or before 12/1, 2/1, and 5/1 to staff who have not completed assigned professional development.

Section 6 Cafeteria employees shall receive one and one-half (1 ½) times their usual hourly rate of pay for work performed beyond eight (8) hours per day or over forty (40) hours per week.

Section 7 Cafeteria employees shall receive one and one-half (1 ½) times their usual hourly rate of pay for work performed at functions beyond their regular workday.

Section 8 Any bargaining unit employee who assumes the duties of an absent co-worker in a higher job classification shall receive the higher rate commencing the sixth consecutive work day, and for so long as this circumstance continues.

Article 7 - Holidays

Section 1 Any union employee shall be entitled to receive holiday pay if the holiday is recognized by MPS and observed on a regularly scheduled workday. Recognized holidays shall be identified on the approved MPS calendar by an N (No School). Employees shall be paid for holidays consistent with the number of hours in their regular workday schedule.

Any union employee who works a 12-month schedule shall be paid in accordance with the above. Additionally, 12-month employees shall be entitled to a paid holiday for Independence Day.

Section 2 Holidays Worked:

If the Director needs employees to work on a recognized holiday for any special program, the employee will receive a day off, as mutually agreed by the employee and the Director of the School Lunch Program.

Section 3 It is agreed that all employees covered by this Agreement granted the rights under Section 1 or 2 above must work the last full work day before said holiday, days off, and possible compensatory day, and the first full work day after such to receive such rights. Exceptions to this may be granted by the Director for extraordinary circumstances, approved personal time, or for illness or injury as evidenced by a doctor's certificate.

Article 8 - Sick Leave

Section 1 Any regular employee covered by this Agreement after the 90-day probationary sick leave period, absent on account of personal illness or other like disability or any quarantine regulations of the Board of Health, shall receive sick pay as follows:

a. Kitchen Managers and 12-month employees shall receive eighteen (18) days.
b. Assistant Kitchen Managers and Cafeteria Workers shall receive ten (10) days.
c. Assistant Kitchen Managers and Cafeteria Workers shall receive thirteen (13) days after 10 years of service.

It is intended that this benefit relates to a full contractual year of service; therefore, it is agreed that with respect to the initial year of employment and year of termination of service, this benefit shall be prorated proportionately as to the percentage of the contractual work year actually employed. In addition to the annual sick leave, such employee may, upon approval of the Superintendent and in conformity with the regulations stated herein, obtain full pay under the cumulative sick leave plan as outlined herein.

Section 2 Cumulative sick leave is the sum of all the unused portions of an employee’s annual sick leave allowance accumulated during the consecutive and uninterrupted years of service which the employee shall be entitled at the time of his illness to use all accumulated sick leave.

Section 3 A written application for payment of salary under the cumulative sick leave plan should be made to the Superintendent within ten days after the expiration of the yearly sick

leave allowance. The application should be accompanied by a statement of the employee's physician.

Section 4 Thereafter, every two weeks of continued absence, the employee shall file with the Superintendent of Schools an absentee certificate signed by their physician. The Superintendent reserves the right to require the certificate of the school physician in addition to the above certificate. Failure to comply with these regulations governing the cumulative sick leave plan will deprive the applicant of participation therein.

Section 5 Sick Leave Buyback on Retirement or Death:

It is agreed that upon retirement or death while in the service of the Medford Public School system an employee covered by this Agreement shall be entitled to the following lump sum payment:

a. An employee above described or their estate, if applicable, shall receive reimbursement for each unused sick leave day in excess of 20 days at the rate of 100% of the employee's then current per diem up to a total of $5000.

Section 6 Consistent with Civil Service law and regulations when applicable, all employees returning from illness or injury leave must be able to perform duties with no work restrictions.

Section 7 All employees covered by the terms of this Agreement may be required to submit a medical note certificate to Human Resources, if absent from work due to illness or injury for a period of five work days, upon return to work.

Section 8 Sick Leave Bank: Employees may donate sick days to the "Sick Leave Bank" to be used by bargaining unit members who are on a long-term illness-related leave. A six-person committee consisting of three union members and three members appointed by the Superintendent will determine whether a person is eligible to receive days from the "Sick Leave Bank" and how much they receive. The sick bank will be funded by members who voluntarily donate days to the sick bank in the event that a member is in need of it.

Article 9 - Vacations

Section 1. A full-time employee covered by the terms of this Agreement who works a twelve-month year shall be entitled to the following vacation program:

1. An employee who has worked since January 1 of the school year is entitled to two weeks of vacation in their first year.

2. Thereafter, they shall be entitled to four weeks vacation for each succeeding twelve-month period.

3. If a holiday falls within an employee's vacation week, an additional day will be granted to the employee, consistent with current practice and policy.

4. Selection of vacation periods shall be based on seniority, consistent with current practice and policy.

5. Such vacation time shall be non-cumulative and may not be carried into future school years.

6. It is agreed that all employees granted the vacation period(s) must work the last full work day before said vacation period and the first full work day after said vacation to receive full pay for said vacation period. An exception to this may be granted by the Director of School Lunch Programs for extraordinary circumstances, illness, or injury, as evidenced by a doctor's certificate.

Section 2 Vacation pay is available to employees who have completed six months in the position. All other employees covered by the terms of this Agreement shall receive two weeks' vacation pay at the termination of their actual work year, such pay to be based on their actual average daily hours worked during the last two months of the school year. Staff who take unpaid time off will have their vacation payment prorated as follows:

(School Days - Unpaid time off)/School Days) = % of vacation pay earned

% of vacation pay earned * 10 days * average daily hours worked in the last two months of the school year = earned paid vacation hours

Article 10 - Insurance and Injuries on the Job

Section 1. The City of Medford shall cover the employee in this bargaining unit with workmen's compensation insurance and with the maximum medical, health and life insurance benefits that are provided for any other group of employees in the School Department.

Section 2. The City of Medford shall pay as great a proportion of the premium for such insurance benefits for the employees in this bargaining unit as it pays for any other group of employees in the School Department.

Section 3. Any employee covered by this Agreement absent from work as a result of a compensable industrial accident may make up the difference between the weekly benefit received from workmen's compensation insurance and his or her average weekly earnings, by the use of sick leave which shall be counted as depleting any accumulated sick leave of the employee involved.

Article 11 - Leaves

Section 1 Court Leave

Any employee required to attend a court or legal proceeding during the work day for work-related legal activities shall do so without loss of pay. If the employee is dismissed by the court or another agency before the end of the employee's workday, they shall return to work for the balance of the day.

Section 2 Jury Leave

Any employee covered by this Agreement who actually serves on a jury or who is obligated to remain on jury duty shall receive the difference between their jury pay and the employee's regular wage, provided that the employee shall return to work when not so obligated to serve after having been dismissed by the court.

Section 4. Maternity/Parental/Adoption Leave. Birth and non-birth parents are eligible for 12 weeks of parental leave to recover from birth and/or to bond with their child during the first year following the birth or adoption placement of a child. Leaves may be taken as follows:

a. Up to 4 weeks of paid Parental Leave on consecutive workdays, paid by the district.

b. Up to an additional eight (8) paid work weeks may be taken, to be deducted from accumulated sick leave under Article 8- Sick Leave.

c. If both parents are employees of Medford Public Schools, both members will be entitled to the full leave. However, no more than two weeks can overlap.

d. The salary is prorated for less than full-time employees.

e. To be eligible for this benefit, the employee must have been employed for a minimum of nine (9) months.

f. FMLA may not be used to extend parental leave; however, it may be used in the event of a different qualifying event.

Article 12 - Personal Leave

Section 1 After one year of service, all employees covered by this Agreement may use up to three (3) days each year for business purposes, emergency reasons, or on account of serious illness in the employee's family, without loss of pay. This leave is not cumulative and must have the approval of the Director of Food Services of Schools. Personal days will be granted with consideration to operating needs. If there are more requests for personal time than can be granted, decisions will be made based on seniority.

Section 2 Unused personal days will be credited to the unit member’s sick leave account at the conclusion of the school year. Once credited, time may be used in accordance with Article 8.

Section 3 Application for this benefit shall be submitted in writing and, whenever possible, in advance. It is understood that this Article concerns personal business that cannot be handled outside the employee's workday.

Section 4 It is agreed herein that all employees granted a personal day must work the last working day before and the first work day after such day to be paid in full. Exceptions to this

can be granted by the Director of School Lunch Programs for extraordinary circumstances or for illness or injury, as evidenced by the doctor's certificate.

Article 13 - Bereavement Leave

Four (4) days of leave will be granted to each employee covered by this Agreement without loss of pay in the case of each death in the immediate family defined as: husband, wife, parent, grandparent, grandchild, son, daughter, brother, sister, parent-in-law, or foster parent, or in other instances to be determined by the Superintendent of Schools. The leave must be used within thirty (30) days of the day of death. This leave is not cumulative and must have the approval of the Superintendent.

Two (2) days of leave will be granted to each employee covered by this agreement without loss of pay in the case of each death of a brother-in-law, sister-in-law, aunt, uncle, niece, or nephew. The leave must be used within thirty (30) days of the day of death. This leave is not cumulative and must have the approval of the Superintendent.

Article 14 - Inclement Weather

Section 1 Consistent with present practice and policy, full-time employees working a twelve month year and employees covered by this Agreement working a ten-month year and who work regularly a work day of six hours or more, and part-time employees covered by this Agreement shall be paid for scheduled work days which are canceled due to inclement weather at their rate of hourly pay for the hours they work with the exception noted in Section 2 and 3.

Section 2 In the event of an emergency, other than inclement weather, which forces the cancellation of work days, said part-time employees shall be paid at their rate of hourly pay for the hours they regularly work; but that this benefit is limited to only those days or hours under 900 hours which need not be made up due to waiver by the State Department of Education; and that this benefit shall be limited to a maximum of five (5) days pay. Required

payments hereunder shall be made at the earliest possible time after the conclusion of the school year.

Section 3 Staff may be requested to work on such days to secure areas, receive deliveries, prepare food for the day, and adjust menus for the rest of the week. Said managers who report shall receive a subsequent compensation day off without loss of pay, as scheduled by the Director of School Lunch Programs.

Section 4 Employees classified as Utility Food Workers must report, if requested to do so by the Food Service Director, on such days to secure areas, receive orders, and clean floors and areas.

Section 5 Utility Food Workers shall be supplied with appropriate foul-weather gear, exclusive of boots.

Article 15 - Uniforms

Section 1 All employees are required to wear district-approved uniforms to be worn during working hours.

Section 2 The Director will establish an account in the MPS name with approved vendors for the purchase of work-related clothing and shoes. Employees may charge work clothing purchases directly to the MPS account, and the MPS will be invoiced directly from the vendor. MPS will budget $300 per employee during each fiscal year of this contract for the purpose of providing and maintaining work-related clothing and footwear. Appropriations for uniforms shall be under the control of the Department Head, who shall make all expenditures and keep appropriate records of the same. Additionally, the district will provide 5 shirts per year.

Section 3 Staff employed prior to July 1, 2025 may choose to submit receipts for up to $300 per year. All receipts must be submitted to the Director on or before April 1 of the school year to receive reimbursement. Staff acknowledges and agrees that Medford Public Schools will not reimburse staff for sales tax on purchases.

Article 16 - Longevity

Longevity will be an hourly rate increase rather than a lump-sum annual payment.

Years of Service	Hourly Wage Increase
10-14 years	$1.15
15-19 years	$1.30
20-24 years	$1.45
25-29 years	$1.60
30+ years	$1.75

Legacy Longevity Payment

The employees listed below shall receive longevity payments. In addition, they will receive a single lump payment, paid out with vacation benefits, for the difference between the hourly longevity paid during the year and the longevity schedule used in the FY25 contract year. This will ensure employees in the unit during FY25 do not incur a reduced longevity payment under the new contract:

- Josephine Baxter
- Ann Ruberti
- Karen Salvati
- Jeanne Stanford

Article 17 - Non-Discrimination

The School Committee and the Union agree not to discriminate in any way against employees covered by this Agreement on account of membership or non-membership in the Union, the exercise of supervisory responsibility in the course of employment, or on account of race, religion, creed, color, national origin, sex, or age.

Article 18 - Civil Service

Nothing herein contained that is inconsistent with the Civil Service Laws of the Commonwealth shall be effective.

Article 19 - Severability Clause

Subject to the terms of Chapter 150E of the General Laws, if any provision of this Agreement is or shall at any time be contrary to law, then such provision shall not be applicable or enforced, except to the extent permitted by law; and substitute action shall be subject to appropriate consultation and negotiation with the Union.

If any provision of this Agreement is or shall at any time be contrary to law, all other provisions of this Agreement shall continue in effect.

Article 20 - Information Clause

In accordance with M.G.L. c. 150E s. 5A, the employer shall provide the union with the following information within 10 calendar days of a prospective employee's acceptance of an offer of employment.

The employee's:

1. name
2. job
3. title
4. worksite location
5. home address
6. work telephone number
7. home and personal cellular telephone numbers on file with the employer
8. date of hire
9. work email address and
10. personal email address on file with the employer.

Article 21 - New Hire Orientation

Section 1 In accordance with M.G.L. c. 150E s. SA the employer shall notify the union when a prospective employee accepts an offer of employment within 10 calendar days of acceptance.

Section 2 New hires shall serve a probationary period of one school year or the equivalent thereof. This period may be extended by mutual agreement of the Parties to this Agreement. During the probationary period the Employer may terminate an employee for any lawful reason without just cause and shall provide two weeks' notice (or pay in lieu of notice), however all other benefits of this Agreement shall apply. After an employee's probationary period has been completed, the Employer cannot terminate or discipline an employee without just cause.

Article 22 - Performance and Professional Development

Section 1 A Joint Labor Management Committee shall be established, consisting of two (2) representatives from the Union (to be chosen by the Union) and two (2) from the employer (to be chosen by the employer). The Committee shall meet at least quarterly each school year, unless mutually agreed otherwise. Time spent by employees performing the functions of the committee shall be considered time worked and shall be paid by the employer. The Committee will not be a forum for collective bargaining or for the hearing of grievances. Either party may invite additional guests.

Section 2 Food service staff are responsible for accurately recording hours worked utilizing the time clock system. It is also each employee's responsibility to ensure that no one punches in or out on their behalf. Working shifts and time paid will continue to be consistent with Article 6.

Food service staff are required to:

- Clock in at the beginning of the day within 5 minutes of the scheduled start time.
- Clock out at the end of the day within 5 minutes of the scheduled end time.
- The Food Services Director and/or kitchen manager may request that staff change their scheduled hours to accommodate operational needs. In this instance, staff will clock in and/or out at the agreed-upon time.

Supervisors are free to use discretion and disciplinary actions when employees have various, albeit repeated offenses to the time reporting policy procedure. Disciplinary action may occur according to progressive discipline whereby the first violation will be a verbal warning, the second violation will be a written warning, the third violation will be a suspension, and subsequent violations can be suspension up to and including dismissal.

If there is a problem with the time clock, staff should notify the Director. Such a notification will indicate that the staff person is clocking in or out at the time it is sent.

Section 3 MPS shall use the annual evaluation form as outlined in Appendix B to evaluate all staff.

Article 23 - Transfers and Promotions

Transfers are based on manager input and district needs.

Promotions are based on an application and interview process. Openings shall be posted internally, both online and in a public place within each kitchen, for a minimum of ten (10) business days before the district will accept external applications. Internal candidates shall be given an interview during the hiring process, provided that their application is received within the 10-day internal candidate window and that the applications are received in accordance with district protocol. The district retains the discretion to appoint/hire staff when promotional opportunities occur.

Article 24 - Duration

This contract shall become effective July 1, 2025, and shall continue in effect until June 30, 2029, and shall continue thereafter until a successor agreement has been executed.

Jenny Graham, Vice Chair 5/12/26

Medford School Committee

Jared Doucette 5/12/26

Union Representative

President 5/15/26

Medford School Cafeteria Employees

May 15, 2026

Full Executed On

Appendix A - Wage Schedule

		Final Pay Last CBA FY25 7/1/2024 - 6/30/2025	FY26 7/1/2025 - 6/30/2026		FY27 7/1/2026 - 6/30/2027		FY28 7/1/2027 - 6/30/2028		FY29 7/1/2028 - 6/30/2029	
		Hourly	%	Hourly	%	Hourly	%	Hourly	%	Hourly
Central Kitchen/MHS Kitchen Manager		$37.16	0.0%	$37.16	1.00%	$37.53	1.00%	$37.91	2.0%	$38.67
Assistant Kitchen Manager		N/A	N/A	$28.64	2.50%	$29.36	2.50%	$30.09	2.0%	$30.69
Cafeteria Worker	Step 1	$23.30	2.0%	$23.77	2.0%	$24.24	2.0%	$24.73	2.0%	$25.22
	Step 2	$23.65	2.0%	$24.12	2.0%	$24.61	2.0%	$25.10	2.0%	$25.60
	Step 3	$24.01	2.0%	$24.49	2.0%	$24.98	2.0%	$25.48	2.0%	$25.99
	Step 4	$24.37	2.0%	$24.86	2.0%	$25.35	2.0%	$25.86	2.0%	$26.38
	Step 5	$24.74	2.0%	$25.23	2.0%	$25.74	2.0%	$26.25	2.0%	$26.78
	Step 6	$25.11	2.0%	$25.61	2.0%	$26.12	2.0%	$26.65	2.0%	$27.18
	Step 7	$25.61	2.0%	$26.12	2.0%	$26.64	2.0%	$27.18	2.0%	$27.72
	Step 8	$26.12	2.0%	$26.64	2.0%	$27.18	2.0%	$27.72	2.0%	$28.27
Utility Worker/Driver		$24.97	2.50%	$25.59	2.5%	$26.23	2.5%	$26.89	2.0%	$27.43
Kitchen Manager		$29.67	3.0%	$30.56	2.75%	$31.40	2.75%	$32.26	2.00%	$32.91

Appendix B - Evaluation Instrument

MEDFORD FOOD SERVICE EMPLOYEE
ANNUAL PERFORMANCE EVALUATION

Date:		
Employee:	Position:	
Department/School:		
Evaluator(s):	Position:	
Evaluation Period:	From:	To:
Date of Hire:	How long in current position:	

OVERALL PERFORMANCE RATING:	
1 = Unsatisfactory	Performance FAILS to meet the standards set for the position **(Does not meet expectations)**
2 = Fair	Performance occasionally meets standards for position
3 = Good/Satisfactory	Performance meets the standards set for this position **(Meets Expectations)**
4 = Above Average	Performance occasionally exceeds the standards set for this position
5 = Outstanding	Performance consistently exceeds the standards set for this position **(Exceeds Expectations)**

JOB KNOWLEDGE & PROFESSIONALISM						
Understands basic policies, procedures, and equipment required by the job	1	2	3	4	5	N/A
Recalls and appropriately uses learned skills regarding the job	1	2	3	4	5	N/A
Follows safe food preparation and handling procedures, including time/temp controls and corrective action	1	2	3	4	5	N/A
Maintains a clean and sanitary work area and practices safe work techniques	1	2	3	4	5	N/A

Reports injuries and job hazards in a timely manner	1	2	3	4	5	N/A
Dresses properly for all work occasions	1	2	3	4	5	N/A
Follows directions and performs work with a positive disposition	1	2	3	4	5	N/A
Is Punctual and Reliable	1	2	3	4	5	N/A
Demonstrates eagerness to acquire new skills and develop proficiency in various areas of work	1	2	3	4	5	N/A
WORK QUALITY & QUANTITY						
Shows attention to detail and completes tasks accurately	1	2	3	4	5	N/A
Meets challenges and overcomes obstacles while maintaining high standards	1	2	3	4	5	N/A
Volume of work meets standards for position	1	2	3	4	5	N/A
Achieves results and measurable goals within set timeframes	1	2	3	4	5	N/A
COMMUNICATION ABILITIES AND CULTURAL COMPETENCY						
Creates a positive and welcoming environment for students, staff, families, and visitors	1	2	3	4	5	N/A
Communicates effectively and consistently, in both written and verbal forms	1	2	3	4	5	N/A
Treats students, staff, and co-workers with respect	1	2	3	4	5	N/A
Encourages and supports co-workers, contributing to a positive group work environment	1	2	3	4	5	N/A
Responds appropriately to challenges, changes and new situations	1	2	3	4	5	N/A

Evaluator:
Comments on job knowledge and professionalism of employee:
Evaluator:
Comments on work quantity and quality:
Evaluator:
Comments on communication abilities and cultural competency:

Evaluator:
General Comments:

Employee:
Responsive Comments:

The signature of the individual on this form only indicates that the individual has reviewed the performance report with the evaluator.

Signature of Employee:	Date:
Signature of Evaluator:	Date:

Appendix C - Job Descriptions

Kitchen Manager

Food Service Department, Location Varies, Hours vary by Location

K-8: 32.5 hours per week, 184 days

9-12: 35 hours per week, 184 days

JOB DESCRIPTION

An employee in this class performs a variety of duties in the direct supervision of the food service program in one or more schools. Tasks are performed according to established guidelines and procedures. Employee must exercise considerable independent judgment and initiative in planning, developing, coordinating, and overseeing physical and human resources needed to effectively prepare and serve nutritious meals in pleasant eating environments. Employee is responsible for ordering and maintaining appropriate food and supply inventories, recording purchases, food production, program participation and revenues. The employee directly supervises other employees in the school cafeteria.

DUTIES AND RESPONSIBILITIES

Plans, implements and supervises operation of an assigned school cafeteria for preparation and service of meals and other foods.

Follows and ensures adherence to established School, local, state and federal regulations and requirements as well as sanitation, food production and nutrition guidelines. Establishes and ensures adherence to procedures and standards which are in agreement with these regulations, requirements and guidelines.

Ensures administration of federal meal programs in accordance with local, state, and federal rules and regulations.

Serves meals on time; provides quick, pleasant service to customers; works with principal to provide a pleasant eating environment.

Determines amount of food necessary for preparation of daily meals; determines and maintains proper inventories of necessary food supplies and materials, and prepares requisitions and/or orders; checks deliveries to ensure compliance with orders, and contacts appropriate persons to resolve discrepancies, as necessary.

Prepares production reports; ensures that staff follows standardized recipes and proper food production procedures; ensures that sufficient quantities of food are available for customers; obtains and records amount of food items prepared, served and discarded each day.

Maintains the cleanliness and organization of food production and storage areas; conducts monthly physical inventory of food and supplies.

Completes and submits correct required reports, activity records, documentation and surveys; submits accurate invoices, inventories, market orders, participation records and other records on time.

Oversees use of kitchen equipment, establishing and overseeing adherence to cleaning schedules, and requesting repair service as appropriate.

Monitors Health and Fire Department inspections of cafeteria and related facilities, implementing procedures to resolve identified problems or deficiencies, as necessary; may confer with Health or Fire Department officials to clarify extent of problems, resolution procedures, preventative measures, etc.

Inputs data and generates various daily, weekly and monthly computer reports, such as cash and other financial reports, inventories, and meal participation; verifies cash and checks received; monitors and collects charge balances; prepares and makes bank deposits.

Assigns, directs, and supervises cafeteria staff, ensuring adherence to established policies, procedures and standards; assists and advises subordinates, as necessary, resolving problems as non-routine situations arise; monitors job performance and provides fair, timely feedback regarding performance strengths and weaknesses. Completes annual performance evaluations for all cafeteria staff assigned to their building.

Completes daily work schedules for all cafeteria staff, ensuring that all team members' work is appropriate.

Assists in the preparation and service of breakfasts, lunches and other foods, as appropriate.

Maintains USDA-established minimum annual professional standards requirements as required by the Healthy, Hunger-Free Kids Act (HHFKA) of 2010.

Performs other related work as required.

MINIMUM TRAINING AND EXPERIENCE

Graduation from high school supplemented with 3 to 5 years of experience in the preparation of food in quantity lots.

ServSafe Food Manager Certification required.

ESSENTIAL JOB FUNCTIONS

Must be physically able to operate a variety of automated office and kitchen machines including computers, calculators, ovens and stoves, meat slicers, shredders, can openers, kitchen utensils, etc. Must be able to exert up to 80 pounds of force occasionally, up to 30 pounds of force frequently and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects.

Requires an ability to read a variety of correspondence, reports, forms, market orders, program applications, etc. Requires the ability to prepare correspondence, reports, forms, purchase orders, etc. using prescribed format and conforming to all rules of punctuation, grammar, and style.

Requires the ability to apply rational systems to solve practical problems, and deal with a variety of concrete variables in situations where only limited standardization exists; to interpret a variety of instructions furnished in written and oral form.

KNOWLEDGE, SKILLS AND ABILITIES

Considerable knowledge of the principles and practices of food service administration, team building and customer service.

Considerable knowledge of the principles of supervision, organization and administration.

Considerable knowledge of the methods, tools, techniques and practices of sanitation, food preparation and food storage.

Some knowledge of USDA meal pattern and dietary guidelines and rules and regulations regarding federal meal programs.

Some knowledge of the maintenance needs of large kitchen equipment.

Skilled in motivating staff to follow schools, local, state and federal rules, regulations, policies and procedures and in ensuring that staff members meet expectations.

Skilled in leading staff to provide quality meals and friendly service appropriate to a public school environment.

Skilled in projecting amounts of food to be prepared based on previous school history and to order sufficient quantities of necessary ingredients.

Skilled in maintaining complete and accurate records and in developing simple reports from those records.

Ability to comprehend written and verbal correspondence and to respond appropriately.

Ability to plan and implement operational policies, procedures, and standards.

Ability to set priorities and allocate time so that tasks are completed and deadlines are met in a timely manner.

Ability to exercise independent judgment and to use initiative when responding to emergencies, resolving problems and making improvements in the cafeteria operation.

Ability to communicate effectively both orally and in writing.

Ability to exercise tact, courtesy and firmness in frequent contact with co-workers, vendors, customers and subordinates.

Ability to establish and maintain effective working relationships as necessitated by work assignments.

PHYSICAL CONDITIONS AND NATURE OF WORK CONTACTS

Works in cafeteria setting with kitchen, serving lines and storage areas. Extended periods of standing required. Frequent bending and lifting of food containers, food and pots weighing 10-30 pounds is required. Occasional bending and lifting of up to 50 pounds of items such as cases of food is required. Occasional exposure of damp floors, steam from equipment and potentially caustic cleaning materials is necessary. Use of institutional kitchen equipment, such as ovens, slicers, steamers, dish machine and similar items. Occasional contact is made with vendors, distributors and repair persons.

REPORTS TO: Food Service Director

FSLA STATUS: Non-Exempt

SALARY: In accordance with the Food Service Salary Schedule

DISCLAIMER

The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees in this job.

Assistant Kitchen Manager

Food Service Department, Location Varies, Hours vary by location, 25-27.5 hours per week.

JOB DESCRIPTION:

Under the direction of the Food Service Director, Kitchen Manager and building Principal, to assist in food preparation, meal service, and clean-up, and maintaining an orderly and safe atmosphere in the cafeteria. The candidate must be willing to work with others and interact with

students. Must be neat in appearance and exhibit dedicated work habits. Must comply with safety and sanitation regulations as prescribed by law. Must be able to lift/move up to 40lbs without restrictions. Must comply with dress code as designated by the Food Service Department. Must be competent working with computers, email, and operating a cash register. Successful prior experience working in a food service industry, preferably in a school district or with children preferred. Previous customer service and/or cashier experience preferred.

DUTIES AND RESPONSIBILITIES

Assists Kitchen Manager with all aspects of kitchen operations, including but not limited to menu forecasting and production; breakfast and lunch service; receiving orders; maintaining orderly food and supply storage areas, including proper rotation; completing production records and other required paperwork; inventory and identifying product needs; and staff oversight. Assists Kitchen Manager with the completion of annual performance evaluations for Permanent Part-time Cafeteria Workers assigned to their building.

Performs duties of the Kitchen Manager in their absence.

Assists in food preparation and documentation of production and food temperatures as necessary.

Assists in service line setup, break down, and clean-up.

Assists in ware washing, including use of industrial dish machine and/or manual washing in 3-bay sink.

Maintains cleanliness & sanitization of counters, food prep stations, tables and surrounding areas.

Assists in serving meals during breakfast and/or lunch mealtimes.

Assists students with orderly food purchases, distribution of food, disposal of food waste, and return of trays and utensils.

Operates district issued point of sale system (computer software/register).

Checks student trays/meals to ensure all offer vs. serve requirements are met.

Assists with the tracking of daily temperature records of cold storage units and reports any issues to the Kitchen Manager.

Demonstrates the district's high standards of customer service, working cooperatively with co-workers, school staff and administrators, and students.

Maintain USDA-established minimum annual professional standards requirements as required by the Healthy, Hunger-Free Kids Act (HHFKA) of 2010.

Some knowledge of USDA meal pattern and dietary guidelines and rules and regulations regarding federal meal programs.

Re-stocking of food items from cold/warm storage locations.

Inventory of food items and equipment.

May collect count and deposit food services program monies.

Performs other related tasks as assigned.

MINIMUM TRAINING AND EXPERIENCE

Graduation from high school supplemented with experience in the preparation of food in quantity lots.

ServSafe Food Manager Certification required, or completion within 3 months of hire.

KNOWLEDGE, SKILLS AND ABILITIES

Effective verbal and written communication skills.

Effective organizational and problem solving skills.

Bilingual skills preferred.

Ability to maintain composure and perform responsibilities under pressure.

Ability to establish and maintain cooperative working relationships with others.contacted in the course of work.

Ability to maintain confidentiality about students in accordance with applicable laws, regulations and district guidelines.

Accurate work with attention to detail.

Reliable and dependable.

Able to interact with diverse and varied populations.

PHYSICAL CONDITIONS AND NATURE OF WORK CONTACTS

Works in cafeteria setting with kitchen, serving lines and storage areas. Extended periods of standing required. Frequent bending and lifting of food containers, food and pots weighing 10-30 pounds is required. Occasional bending and lifting up to 50 pounds of items such as cases of food. Occasional exposure of damp floors, steam from equipment and potentially caustic cleaning materials is necessary. Use of institutional kitchen equipment, such as ovens, slicers,

steamers, dish machine and similar items. Occasional contact is made with vendors, distributors and repair persons.

REPORTS TO: Building Kitchen Manager, Food Service Director

FSLA STATUS: Non-Exempt

SALARY: In accordance with the Food Service Salary Schedule

DISCLAIMER

The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees in this job.

Central Kitchen/MHS Kitchen Manager

Food Service Department, Medford High School, 5:30am - 1:30pm, 12 months.

JOB DESCRIPTION

An employee in this class performs a variety of duties in the direct supervision of the food service program in one or more schools, as well as centralized kitchen production of various food items for distribution district-wide. Tasks are performed according to established guidelines and procedures. Employee must exercise considerable independent judgment and initiative in planning, developing, coordinating, and overseeing physical and human resources needed to effectively prepare and serve nutritious meals in pleasant eating environments. Employee is responsible for ordering and maintaining appropriate food and supply inventories, recording purchases, food production, program participation and revenues. The employee directly supervises other employees in the school cafeteria.

DUTIES AND RESPONSIBILITIES

Plans, implements and supervises operation of an assigned school cafeteria for preparation and service of meals and other foods.

Follows and ensures adherence to established School, local, state and federal regulations and requirements as well as sanitation, food production and nutrition guidelines. Establishes and ensures adherence to procedures and standards which are in agreement with these regulations, requirements and guidelines.

Ensures administration of federal meal programs in accordance with local, state, and federal rules and regulations.

Serves meals on time; provides quick, pleasant service to customers; works with principal to provide a pleasant eating environment.

Determines amount of food necessary for preparation of daily meals; determines and maintains proper inventories of necessary food supplies and materials, and prepares requisitions and/or orders; checks deliveries to ensure compliance with orders, and contacts appropriate persons to resolve discrepancies, as necessary.

Prepares production reports; ensures that staff follows standardized recipes and proper food production procedures; ensures that sufficient quantities of food are available for customers; obtains and records amount of food items prepared, served and discarded each day.

Maintains the cleanliness and organization of food production and storage areas; conducts monthly physical inventory of food and supplies.

Completes and submits correct required reports, activity records, documentation and surveys; submits accurate invoices, inventories, market orders, participation records and other records on time.

Oversees use of kitchen equipment, establishing and overseeing adherence to cleaning schedules, and requesting repair service as appropriate.

Monitors Health and Fire Department inspections of cafeteria and related facilities, implementing procedures to resolve identified problems or deficiencies, as necessary; may confer with Health or Fire Department officials to clarify extent of problems, resolution procedures, preventative measures, etc.

Inputs data and generates various daily, weekly and monthly computer reports, such as cash and other financial reports, inventories, and meal participation; verifies cash and checks received; monitors and collects charge balances; prepares and makes bank deposits.

Assigns, directs, and supervises cafeteria staff, ensuring adherence to established policies, procedures and standards; assists and advises subordinates, as necessary, resolving problems as non-routine situations arise; monitors job performance and provides fair, timely feedback regarding performance strengths and weaknesses. Completes annual performance evaluations for all cafeteria staff assigned to their building.

Completes daily work schedules for all cafeteria staff, ensuring that all team members' work is appropriate.

Assists in the preparation and service of breakfasts, lunches and other foods, as appropriate.

Maintains USDA-established minimum annual professional standards requirements as required by the Healthy, Hunger-Free Kids Act (HHFKA) of 2010.

Performs other related work as required.

Serves as the Executive Chef for the Central Kitchen Offerings by Identifying menu offerings and recipes appropriate for Central Kitchen Production and distribution.

Manages the production of Central Kitchen Menu and production records to meet government guidelines and audit requirements; maintain recipe standardization with nutrition coordinator.

Develops procedures to ensure the food production system provides safe nutritious food of high quality.

Coordinate recipe development and new product evaluation, testing for items identified for Bulk Production / Central Kitchen.

Portion, parcel and package bulk items for transport throughout the district.

Honor time and temperature guidelines for transport.

Maintain temperature logs for transported items.

Develop preparation instructions for recipient sites for bulk items.

Conduct menu meetings; develop menu marketing testing and tastings.

Procurement and inventory management.

Maintain all kitchen appliances, stock room, serving lines, etc.

Follow all HACCP rules.

Fill outside school orders per order guide with in house inventory as necessary.

Performs other related work as required.

ESSENTIAL JOB FUNCTIONS

Must be physically able to operate a variety of automated office and kitchen machines including computers, calculators, ovens and stoves, meat slicers, shredders, can openers, kitchen utensils, etc. Must be able to exert up to 80 pounds of force occasionally, up to 30 pounds of force frequently and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects.

Requires an ability to read a variety of correspondence, reports, forms, market orders, program applications, etc. Requires the ability to prepare correspondence, reports, forms, purchase orders, etc. using prescribed format and conforming to all rules of punctuation, grammar, and style.

Requires the ability to apply rational systems to solve practical problems, and deal with a variety of concrete variables in situations where only limited standardization exists; to interpret a variety of instructions furnished in written and oral form.

MINIMUM TRAINING AND EXPERIENCE

Graduation from high school supplemented with 3 to 5 years of experience in the preparation of food in quantity lots.

ServSafe Food Manager Certification required.

KNOWLEDGE, SKILLS AND ABILITIES

Considerable knowledge of the principles and practices of food service administration, team building and customer service.

Considerable knowledge of the principles of supervision, organization and administration.

Considerable knowledge of the methods, tools, techniques and practices of sanitation, food preparation and food storage.

Knowledge of USDA meal pattern and dietary guidelines and rules and regulations regarding federal meal programs.

Some knowledge of the maintenance needs of large kitchen equipment.

Skilled in motivating staff to follow schools, local, state and federal rules, regulations, policies and procedures and in ensuring that staff members meet expectations.

Skilled in leading staff to provide quality meals and friendly service appropriate to a public school environment.

Skilled in projecting amounts of food to be prepared based on previous school history and to order sufficient quantities of necessary ingredients.

Skilled in maintaining complete and accurate records and in developing simple reports from those records.

Ability to comprehend written and verbal correspondence and to respond appropriately.

Ability to plan and implement operational policies, procedures, and standards.

Ability to set priorities and allocate time so that tasks are completed and deadlines are met in a timely manner.

Ability to exercise independent judgment and to use initiative when responding to emergencies, resolving problems and making improvements in the cafeteria operation.

Ability to communicate effectively both orally and in writing.

Ability to exercise tact, courtesy and firmness in frequent contact with co-workers, vendors, customers and subordinates.

Ability to establish and maintain effective working relationships as necessitated by work assignments.

PHYSICAL CONDITIONS AND NATURE OF WORK CONTACTS

Works in cafeteria setting with kitchen, serving lines and storage areas. Extended periods of standing required. Frequent bending and lifting of food containers, food and pots weighing 10-30 pounds is required. Occasional bending and lifting of up to 50 pounds of items such as cases of food is required. Occasional exposure of damp floors, steam from equipment and potentially caustic cleaning materials is necessary. Use of institutional kitchen equipment, such as ovens, slicers, steamers, dish machine and similar items. Occasional contact is made with vendors, distributors and repair persons.

REPORTS TO: Food Service Director

FSLA STATUS: Non-Exempt

SALARY: In accordance with the Food Service Salary Schedule

DISCLAIMER

The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees in this job.

Cafeteria Worker

Food Service Department, Location Varies, Hours vary by location

Minimum of 3 hours per day, 182 days per year.

JOB DESCRIPTION:

Under the direction of the Food Service Director, Kitchen Manager and building Principal, to assist in food preparation, meal service, and clean-up, and maintaining an orderly and safe atmosphere in the cafeteria. The candidate must be willing to work with others and interact with students. Must be neat in appearance and exhibit dedicated work habits. Must comply with safety and sanitation regulations as prescribed by law. Must be able to lift/move up to 40lbs without restrictions. Must comply with dress code as designated by the Food Service Department. Must

be competent working with computers, email, and operating a cash register. Successful prior experience working in a food service industry, preferably in a school district or with children preferred. Previous customer service and/or cashier experience preferred.

DUTIES AND RESPONSIBILITIES

Assists in food preparation and documentation of production and food temperatures as necessary.

Assists in service line setup, break down, and clean-up.

Assists in ware washing, including use of industrial dish machine and/or manual washing in 3-bay sink.

Maintains cleanliness & sanitization of counters, food prep stations, tables and surrounding areas.

Assists in serving meals during breakfast and/or lunch mealtimes.

Assists students with orderly food purchases, distribution of food, disposal of food waste, and return of trays and utensils.

Operates district issued point of sale system (computer software/register).

Checks student trays/meals to ensure all offer vs. serve requirements are met.

Assists with the tracking of daily temperature records of cold storage units and reports any issues to the Kitchen Manager.

Demonstrates the district's high standards of customer service, working cooperatively with co-workers, school staff and administrators, and students.

Maintain USDA-established minimum annual professional standards requirements as required by the Healthy, Hunger-Free Kids Act (HHFKA) of 2010.

Some knowledge of USDA meal pattern and dietary guidelines and rules and regulations regarding federal meal programs.

Re-stocking of food items from cold/warm storage locations.

Inventory of food items and equipment.

May collect count and deposit food services program monies.

Performs other related tasks as assigned.

KNOWLEDGE, SKILLS AND ABILITIES

Effective verbal and written communication skills.

Effective organizational and problem solving skills.

Bilingual skills preferred.

Ability to maintain composure and perform responsibilities under pressure.

Ability to establish and maintain cooperative working relationships with others.contacted in the course of work.

Ability to maintain confidentiality about students in accordance with applicable laws, regulations and district guidelines.

Accurate work with attention to detail.

Reliable and dependable.

Able to interact with diverse and varied populations.

PHYSICAL CONDITIONS AND NATURE OF WORK CONTACTS

Works in cafeteria setting with kitchen, serving lines and storage areas. Extended periods of standing required. Frequent bending and lifting of food containers, food and pots weighing 10-30 pounds is required. Occasional bending and lifting up to 50 pounds of items such as cases of food. Occasional exposure of damp floors, steam from equipment and potentially caustic cleaning materials is necessary. Use of institutional kitchen equipment, such as ovens, slicers, steamers, dish machine and similar items. Occasional contact is made with vendors, distributors and repair persons.

REPORTS TO: Building Kitchen Manager, Food Service Director

FSLA STATUS: Non-Exempt

SALARY: In accordance with the Food Service Salary Schedule

DISCLAIMER

The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees in this job.

Utility Worker/Driver

Food Service Department, Medford High School, 6:00am-2:00pm.

Forty (40) hours per week.

JOB DESCRIPTION

Under the direct supervision of the Food Service Director, performs general delivery functions between schools within the district; provides food service functions as needed and other tasks as necessary.

DUTIES AND RESPONSIBILITIES

Checks and secures vehicle at beginning and end of shift for the purpose of ensuring the safety and cleanliness.

Load and unload truck by route for delivery to all schools.

Deliver all food service supplies needed for each school.

Abide by safety and service training requirements for delivery and distribution of food.

Follow all safe driving laws.

Clean, sweep and mop floors by all sanitation protocols.

Clean and maintain organized storage areas.

Clean up kitchen at end of service each day and secure all refrigeration and freezer units.

During school vacations, conduct more detailed cleaning functions district-wide including sanitizing work stations, serving lines, milk chests, stoves, vents and other areas as needed.

Daily pick up of sales receipts and deposits for transport to City banking entity.

Return confirmation of bank deposit receipts to Food Service Director.

Ensure proper cash handling protocols for the protection of school lunch revenues.

Other essential duties as needed by District Kitchen Manager or Food Service Director.

ESSENTIAL JOB FUNCTIONS

Must be able to exert up to 80 pounds of force occasionally, up to 30 pounds of force frequently and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects.

Use of moving/storage transfer tools [ex: dolleys, carts] for moving boxes, crates, milk carts and other food service based items. Use of cleaning/sanitizing/maintenance tools such as mops, brooms, floor cleaning and waxing machines, vacuum cleaners, and other hand tools as needed. Use of school van for delivery and transport of goods.

Follows all applicable safety rules, procedures and regulations governing the proper use of tools, food service sanitation and all power equipment used in the performance of duties. Wears appropriate safety gear for appropriate job function. Must comply with school district's chemical hygiene program.

Daily travel between schools, central office, and banking.

MINIMUM TRAINING AND EXPERIENCE

Any combination of education and experience providing the required skill and knowledge for successful performance would be qualifying. Typical qualifications would be equivalent to:

High School Diploma or completion of sufficient education to successfully perform the duties of the position.

Previous experience in food service, and delivery desirable.

KNOWLEDGE, SKILLS AND ABILITIES

Must have a valid Massachusetts Driver’s License.

Ability to do heavy lifting on a daily basis.

Ability to twist and turn for placement of storage boxes/crates and other in designated spaces.

Ability to follow verbal and written work orders from supervisor, and to coordinate work with principal and others.

Ability to describe verbally or in writing any cleaning, maintenance or travel problems as needed.

Ability to add, subtract, multiply and divide all units of measure.

Ability to work in poor weather conditions, including heat, cold, rain, or snow.

Ability to perform work according to standard procedures and schedule set forth by supervisor(s).

PHYSICAL CONDITIONS AND NATURE OF WORK CONTACTS

Works in kitchen school building environments.

Ability to work outdoors in inclement weather conditions.

Exposure to cleaning chemicals, solvents and contaminated trash, grasses, pollens, etc.

REPORTS TO: Food Service Director

FSLA STATUS: Non-Exempt

SALARY: In accordance with the Food Service Salary Schedule

DISCLAIMER

The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees in this job.