

**San Dieguito Union High School District  
PERSONNEL COMMISSION**

**Regular Meeting Agenda**

3:30 P.M., February 13, 2018

710 Encinitas Blvd., Encinitas CA 92024

San Dieguito Union High School District Office - Large Board Room

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**REGULAR MEETING/OPEN SESSION**

1. Call to Order ..... Commission Chair
2. Pledge of Allegiance
3. Approval of the Agenda for the February 13, 2018, Personnel Commission Regular Meeting.  
Motion by \_\_\_\_\_, second by \_\_\_\_\_, to approve the agenda for the February 13, 2018 Personnel Commission Regular Meeting.
4. Approval of the Minutes for the January 16, 2018 Personnel Commission Regular meeting.  
Motion by \_\_\_\_\_, second by \_\_\_\_\_, to approve the minutes for the January 16, 2018 Personnel Commission Regular Meeting.

**ACTION ITEMS (See Supplements)**

5. ELIGIBILITY LISTS TO BE ESTABLISHED
  - A. Motion by \_\_\_\_\_, second by \_\_\_\_\_, to establish an Eligibility List for NUTRITION SERVICES SUPERVISOR, Supervisory SR-4, Promotional Only, six months eligibility.
6. ELIGIBILITY LISTS TO BE APPROVED
  - A. Motion by \_\_\_\_\_, second by \_\_\_\_\_, to approve an Eligibility List for CUSTODIAN, SR-32, Open/Promotional-Dual Certification, eligibility from 1/12/18.
  - B. Motion by \_\_\_\_\_, second by \_\_\_\_\_, to approve an Eligibility List for CUSTODIAN FLOATER, SR-33, Open/Promotional-Dual Certification, eligibility from 1/31/18.
7. CLASSIFICATION REVIEW
  - A. Nutrition Services Series  
Motion by \_\_\_\_\_, second by \_\_\_\_\_, to revise the Licensing and Certification sections of the class descriptions for all classifications in the Nutrition Services family to comply with applicable regulations.
  - B. Nutrition Services Supervisor  
Motion by \_\_\_\_\_, second by \_\_\_\_\_, to revise the job description for the classification of Nutrition Services Supervisor as proposed.
8. RULES 5.2, 6.16 and 10.1-Second Read  
Motion by \_\_\_\_\_, second by \_\_\_\_\_, to approve revisions of Rule 5.2, 6.16 and 10.1 of the Rules & Regulations for the Classified Service.

**DISCUSSION/INFORMATION ITEMS (See Supplements)**

9. STAFF COMMENTS ON PERSONNEL ACTIVITIES

- A. Vacancy Report
- B. Personnel List Report

10. CORRESPONDENCE

11. PUBLIC COMMENTS

The Public Comments Section of the meeting provides the opportunity for individuals to address items that are not on the agenda. In accordance with the Brown Act, Personnel Commissioners may not engage in a discussion of non-agenda items or issues raised during public comments except to 1) acknowledge receipt of the information, 2) refer to staff for further study, or 3) refer the matter to the next agenda.

- A. California School Employees Association
- B. San Dieguito Union High School District
- C. Public

12. NEXT PERSONNEL COMMISSION MEETING

The next regular meeting of the Personnel Commission is scheduled for Tuesday, March 13, 2018, at 3:30 P.M. in the San Dieguito UHSD Board Room, 710 Encinitas Blvd., Encinitas, CA 92024.

13. ADJOURNMENT

**San Dieguito Union High School District  
PERSONNEL COMMISSION**

**Regular Meeting Minutes**

3:30 P.M., January 16, 2018

710 Encinitas Blvd., Encinitas, CA 92024

San Dieguito Union High School District Office - Board Room

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**REGULAR MEETING/OPEN SESSION**

1. CALL TO ORDER

The meeting was called to order at 3:30 p.m. by PATRICIA SPIRIT, Commission Chair.

2. PLEDGE OF ALLEGIANCE

The pledge of allegiance was led by Commissioner Spirit.

Members in Attendance

Kamran Azimzadeh

John Baird

Patricia Spirit

Staff in Attendance

Susan Dixon, Director

Barbara Bass, Human Resources Analyst

Kathy Potter, Human Resources Technician

Guests

Matt Colwell

3. OATH OF ALLEGIANCE FOR NEW PERSONNEL COMMISSIONER: KAMRAN AZIMZADEH  
Director Dixon administered the oath.

4. APPROVAL OF AGENDA FOR THE JANUARY 16, 2018, PERSONNEL COMMISSION REGULAR MEETING.

It was moved by JOHN BAIRD, seconded by KAMRAN AZIMZADEH, to approve the agenda for the January 16, 2018, Personnel Commission Regular Meeting.

*Passed unanimously*

5. APPROVAL OF THE MINUTES FOR THE DECEMBER 12, 2017, PERSONNEL COMMISSION REGULAR MEETING.

It was moved by JOHN BAIRD, seconded by PATRICIA SPIRIT, to approve the minutes for the December 12, 2017, Personnel Commission Regular Meeting.

*Passed with two ayes and 1 abstain(Kamran Azimzadeh did not attend the December meeting).*

**ACTION ITEMS**

6. ELIGIBILITY LISTS TO BE ESTABLISHED

A. It was moved by KAMRAN AZIMZADEH, seconded by JOHN BAIRD, to establish an Eligibility List for CUSTODIAN FLOATER, SR-33, Open/Promotional-Dual Certification, six months eligibility.

B. It was moved by JOHN BAIRD, seconded by KAMRAN AZIMZADEH, to establish an Eligibility List for RECEPTIONIST, SR-32, Open/Promotional-Dual Certification, six months eligibility.

*Both passed unanimously*

7. ELIGIBILITY LISTS TO BE APPROVED

- A. It was moved by KAMRAN AZIMZADEH, seconded by JOHN BAIRD, to approve an Eligibility List for SCHOOL PLANT SUPERVISOR-HS, SR-41, Open/Promotional, eligibility from 12/8/17.
- B. It was moved by JOHN BAIRD, seconded by KAMRAN AZIMZADEH, to approve an Eligibility List for INFORMATION SYSTEMS SUPPORT SUPERVISOR, Supervisory SR-7, Promotional Only, eligibility from 12/11/17.
- C. It was moved by KAMRAN AZIMZADEH, seconded by JOHN BAIRD, to approve an Eligibility List for ADMINISTRATIVE SECRETARY, SR-40, Promotional Only, eligibility from 12/19/17.
- D. It was moved by JOHN BAIRD, seconded by KAMRAN AZIMZADEH, to approve an Eligibility List for HEALTH TECHNICIAN, SR-35, Open/Promotional, eligibility from 12/20/17.

*All passed unanimously*

8. CLASSIFICATION REVIEW

A. Instructional Assistant-Bilingual

It was moved by KAMRAN AZIMZADEH, seconded by JOHN BAIRD to revise the job description for the classification of Instructional Assistant-Bilingual as proposed.

*Some discussion followed with clarification from Director Dixon providing an overview of the classification review process to new Personnel Commissioner, Kamran Azimzadeh. She explained the existing need to provide instructional support to students who are performing far below grade level.*

*Passed unanimously with edits as discussed*

**DISCUSSION/INFORMATION ITEMS (See Supplements)**

9. RULE REVISIONS – FIRST READ

Susan described the process of Rule Revision to new Personnel Commissioner, Kamran Azimzadeh. Rule 5.2- Alternative exam date for candidate can be considered providing it does not delay the certification process of filling the current position.

Rule 6.16-Transfer of certain exam scores permitted within a two year period of time.

Rule 10.1-Evaluation cycle of probationary employees to correspond with bargaining unit agreement.

10. STAFF COMMENTS ON PERSONNEL ACTIVITIES

Director Dixon shared that she and Commissioner Baird continue to work on the planning committee for the annual CSPCA Conference-San Diego, scheduled for February 2018.

A. Vacancy Report

B. Personnel List Report

11. CORRESPONDENCE-None

12. PUBLIC COMMENTS

The Public Comments Section of the meeting provides the opportunity for individuals to address items that are not on the agenda. In accordance with the Brown Act, Personnel Commissioners may not engage in a discussion of non-agenda items or issues raised during public comments except to 1) acknowledge receipt of the information, 2) refer to staff for further study, or 3) refer the matter to the next agenda.

A. California School Employees Association – None

B. San Dieguito Union High School District – None

C. Public – None

13. NEXT PERSONNEL COMMISSION MEETING

The next regular meeting of the Personnel Commission is scheduled for Tuesday, February 13, 2018, at 3:30 p.m. at San Dieguito UHSD office, 710 Encinitas Boulevard, Encinitas, CA 92024.

14. ADJOURNMENT- 4:30 pm.

**San Dieguito Union High School District  
Personnel Commission  
Eligibility List  
Open/Promotional -- Dual Certification**

**Effective: 1/12/18  
Expiration: 7/12/18**

**Custodian**

<b>Rank</b>	<b>Applicant ID</b>
1	2543283
2	3602462
2	1056833
3	3479810
3	2665322
4	2828080
5	3661453
6	3656338
7	3108190

S. Dixon

San Dieguito Union High School District  
Personnel Commission  
Eligibility List  
Open/Promotional-Dual Certification

Effective: 1/31/18  
Expiration: 7/31/18

Custodian - Floater

Rank	Applicant ID#
1	3661453
2	2828080
3	2822487

S. Dixon

<b>Classification Review Report</b>	
Classifications	Nutrition Services Supervisor Nutrition Program Supervisor/Registered Dietitian Nutrition Services Coordinator Nutrition Services Production Assistant Nutrition Services Transporter II Nutrition Services Transporter I Nutrition Services Assistant III Nutrition Services Assistant II Nutrition Services Assistant I
Classification Type	Classified
Prepared By	Susan Dixon, Director, Classified Personnel Barbara Bass, Human Resources Analyst
Submission to Classification Advisory Committee	January 23, 2018
Submission to Personnel Commission	February 13, 2018
Agenda Item	Classification Review Report #7

**Background Information**

Personnel staff met with the Director of Nutrition Services and the Nutrition Program Supervisor/Registered Dietitian to update and clarify which certifications and licensing are needed for each Nutrition Services job classification. Regulations regarding food handling are set by the County of San Diego under the Department of Environmental Health Food and Housing Division. The proposed revisions to the "Certificates" section of the Nutrition Services job descriptions reflect the current parameters outlined by this agency. Additionally, the "Licensing" section for those Nutrition Services classifications with responsibility to drive either their own vehicle or a District vehicle to conduct work has been updated to appropriately designate distinctions in driver's licensing requirements.

Revisions to all but the Nutrition Services Supervisor class descriptions are limited to the Certificates and Licensing Section of the class descriptions to bring the District in compliance with County requirements and are as follows:

Nutrition Program Supervisor/Registered Dietitian

**CERTIFICATES-LICENSING AND CERTIFICATION REQUIREMENTS**

- Valid California Class C driver license



- Current certifications: 1) registered dietitian and 2) food safety manager (such as ServSafe's "Food Protection Manager Certification" or other certification deemed equivalent by the District). Both certifications must be submitted at time of application.

~~Current certification as a Registered Dietitian; valid California Class C driver's license; San Diego County Food Handler's Certificate. ServSafe certification (or other state certification deemed equivalent by the District) must be submitted at time of application. ServSafe certification is to be maintained with a minimum test score of 90%. This five-year certification requires knowledge of general cleaning and sanitation practices as well as extensive knowledge of the process of hazard analysis at critical control points (HACCP).~~

Nutrition Services Coordinator

### **LICENSING, AND CERTIFICATIONS, TESTING REQUIREMENTS**

- Valid California Class C driver license and a record of driving history issued by the California DMV. The record of driving history must be issued by the DMV less than 30 days prior to applying for the position. The record must be submitted at time of application. Employees hired in this classification will be enrolled in the DMV Employee Pull Notice Program. The District will receive a driver record report at least once every twelve (12) months or when any subsequent conviction, failure to appear, accident, driver's license suspension, revocation, or any other action is taken against the employee's driving privilege during employment.
- Current food safety manager certification (such as ServSafe's "Food Protection Manager Certification" or other certification deemed equivalent by the District). Certification must be submitted at time of application.

~~Valid California Class C driver's license; record of driving history issued by the California DMV on its Form H-6 less than 30 days prior to applying for the position. San Diego County Food Handler's Certificate. Serve/Safe Certification (or other state certification deemed equivalent by the district) must be submitted at time of application. Serve/Safe certification is to be maintained with a minimum test score of 90%. This 5-year certification requires knowledge of general cleaning and sanitation practices as well as extensive knowledge of the process of hazard analysis at critical control points (HACCP).~~

Nutrition Services Production Assistant

### **CERTIFICATECERTIFICATION REQUIREMENTS**

- Current food safety manager certification (such as ServSafe's "Food Protection Manager Certification" or other certification deemed equivalent by the District). Certification must be submitted at time of application.

~~State of California Food Handler's Certificate; Serve/Safe Certification (or other state certification deemed equivalent by the district) must be submitted at time of application. Serve/Safe certification is to be maintained~~



~~with a minimum test score of 90%. This 5-year certification requires knowledge of general cleaning and sanitation practices as well as extensive knowledge of the process of hazard analysis at critical control points (HACCP).~~

#### Nutrition Services Transporter II

### **LICENSES AND CERTIFICATES**

#### **LICENSING AND CERTIFICATION REQUIREMENTS**

- Valid California Class C driver license and a record of driving history issued by the California DMV. The record of driving history must be issued by the DMV less than 30 days prior to applying for the position. The record must be submitted at time of application. Employees hired in this classification will be enrolled in the DMV Employee Pull Notice Program. The District will receive a driver record report at least once every twelve (12) months or when any subsequent conviction, failure to appear, accident, driver's license suspension, revocation, or any other action is taken against the employee's driving privilege during employment.
- Current San Diego County food handler card (or other food handler card deemed equivalent by the District). The food handler card must be submitted at time of application.

~~State of California Food Handler's Certificate at time of employment; Valid California Class C or higher Driver's License and evidence of insurability; record of driving history issued by the California DMV on its Form H-6 less than 30 days prior to applying for the position.~~

#### Nutrition Services Transporter I

### **LICENSES AND CERTIFICATES-LICENSING AND CERTIFICATION REQUIREMENTS**

- Valid California Class C driver license and a record of driving history issued by the California DMV. The record of driving history must be issued by the DMV less than 30 days prior to applying for the position. The record must be submitted at time of application. Employees hired in this classification will be enrolled in the DMV Employee Pull Notice Program. The District will receive a driver record report at least once every twelve (12) months or when any subsequent conviction, failure to appear, accident, driver's license suspension, revocation, or any other action is taken against the employee's driving privilege during employment.
- Current San Diego County food handler card (or other food handler card deemed equivalent by the District). The food handler card must be submitted at time of application.

~~State of California Food Handler's Certificate at time of employment; valid California Class C or higher Driver's License and evidence of insurability; record of driving history issued by the California DMV on its Form H-6 less than 30 days prior to applying for the position.~~

Nutrition Services Assistant III

**CERTIFICATES**

Current San Diego County food handler card (or other food handler card deemed equivalent by the District). The food handler card must be submitted at time of application.

~~State of California Food Handler's Certificate~~

Nutrition Services Assistant II

**CERTIFICATES**

Current San Diego County food handler card (or other food handler card deemed equivalent by the District). The food handler card must be submitted at time of application.

~~State of California Food Handler's Certificate~~

Nutrition Services Assistant I

**CERTIFICATES**

Current San Diego County food handler card (or other food handler card deemed equivalent by the District). The food handler card must be submitted at time of application.

~~State of California Food Handler's Certificate~~

In speaking with the Director and Program Supervisor/Dietitian, a request was made to further update the Nutrition Services Supervisor job description to more clearly describe the role the supervisors play in the day-to-day oversight of the operations of an assigned kitchen as well as the level of responsibility for coaching, guiding, training and supervising assigned staff and the knowledge and abilities necessary to successfully function in this role. The Director anticipates posting multiple vacancies for this classification in the near future. These revisions will assist with recruiting in that applicants will have a very realistic picture of what the job entails and Personnel Commission staff will be able to develop exam components that assess the appropriate knowledge and abilities required of the classification.

The proposed revised class description for Nutrition Services Supervisor is attached for your review. In addition, although a salary review was conducted within the last two years, the rate of pay of comparable positions in our comparison districts from the last study was updated to ensure compensation of this classification remains appropriate given that the revisions to this description are not limited to language change in the wording of required certificates/license.

**SALARY INFORMATION**

<b>Nutrition Services Supervisor</b>				
<b>District</b>	<b>Salary Range</b>	<b>Job Title</b>	<b>Minimum</b>	<b>Maximum</b>
Carlsbad Unified	15	Nutrition Services Lead II	\$16.98	\$20.65
Escondido UHSD		No comparison		
Escondido USD		No comparison		
Grossmont UHSD	29	Supervisor I, Food Service	\$19.31	\$24.65
MiraCosta CC		No comparison		
Oceanside USD	23	Nutrition Services Lead II	\$18.49	\$23.39
Poway USD	S10	Food and Nutrition Supervisor I	\$21.49	\$25.28
Ramona Unified	20	Food Service Production Specialist I	\$14.93	\$19.14
San Marcos USD	16	Child Nutrition Services Secondary Site Manager	\$15.23	\$19.45
Sweetwater Union HS	1	Nutrition Services Supervisor	\$23.52	\$28.08
Vista Unified	49	Child Nutrition Lead III	\$19.18	\$25.79
<b>Average</b>			<b>\$ 18.64</b>	<b>\$ 23.30</b>
SDUHSD	S4	Nutrition Services Supervisor	\$21.25	\$25.93

**Sources of Information**

Rick Mariam, Director of Nutrition Services  
 Marley Nelms, Nutrition Program Supervisor/Registered Dietitian  
 County of San Diego Foodhandler Requirements

**Recommendation**

Revise the Licensing and Certification Section of the class descriptions for the Nutrition Services job family as proposed.  
 Revise the class description for Nutrition Services Supervisor as proposed.

**Vote by Committee Members:**

<b>Vote</b>	<b>Member</b>	<b>Vote</b>	<b>Member</b>
Absent	Carmen Blum, CSEA	Absent	Dan Love, Admin
NA	Matt Colwell, CSEA	Yes	Rick Mariam, Admin
NA	Debbie Johnson, CSEA	Yes	Tina Peterson, Admin

\*CSEA members in attendance were in support of licensing and certification changes as presented in the bargaining unit class descriptions in order to ensure compliance with County of San Diego regulations.



# NUTRITION SERVICES SUPERVISOR

## OVERALL JOB PURPOSE STATEMENT

Under the direction of the Director of Nutrition Services, the job of a Nutrition Services Supervisor is done for the purpose of oversees all daily operations of nutrition services at a school site(s) according to department standards and government mandates; overseeing the operations of nutrition services at a school site; supervising food nutrition services personnel staff at a school kitchen(s) to ensure duties are performed in a safe and efficient manner; ~~overseeing the operations of nutrition services at a school site~~ to ensure the mandated nutritional needs of students are met; ensuring availability of quantities of items; completing forms, preparing reports, and writing correspondence communicates orally and in writing to convey information; and complying with mandated health requirements.

## DISTINGUISHING CHARACTERISTICS

The job of Nutrition Services Supervisor is distinguished from Nutrition Services Coordinator in that the Nutrition Services Supervisor oversees food service at an assigned school kitchen(s) rather than the district central kitchen. The Nutrition Services Coordinator performs duties that are in addition to those of a Nutrition Services Supervisor including: assists the Nutrition Services Director as needed; develops and tests new menu items; coordinates the commodity selection, ordering, and distribution process; oversees the transport of food items and supplies from the central kitchen to site kitchens; and oversees the collection and pickup of bank deposits.

## ESSENTIAL JOB FUNCTIONS

- Provides daily supervision and direction by guiding, training, and coaching assigned staff to achieve performance standards/goals, maintain a positive work environment and ensure tasks are completed according to specified standards, mandates and timelines.
- Assists the Director or designee in setting specific performance goals and expectations for assigned staff and provides input on evaluations; follows up with staff on a regular basis to monitor progress and provide feedback.
- Identifies areas for staff development; provides input to Director regarding staff development opportunities.
- Coordinates site nutrition services staff schedules (e.g., special events, food fairs, meetings) for the purpose of to ensuring that food is properly prepared, deliveries from outside vendors are received at the site, and that site nutrition services processes comply with department, district, State and Federal regulations.
- Serves on interview panels; provides input on selections and evaluations; and, in conjunction with the Director of Nutrition Services supervises, coaches, and documents performance issues of nutrition services workers to assist management with personnel functions for the purpose of maximizing the efficiency of the work force and meeting shift requirements.
- Manages school kitchen operations for the purpose of to providing safe and efficient food nutrition services at an assigned site in compliance with department, district, State and Federal requirements.
- Provides and promotes healthy nutrition education to students, staff, parents and nutrition services personnel for the purpose of to promoting good positive eating habits and promotes general the services offered through nutrition services.



## NUTRITION SERVICES SUPERVISOR

- Inspects food and/or supplies ~~for the purpose of to~~ verifying quantity, quality and accuracy of orders and/or complying with mandated department, district, State and Federal requirements.
- Conducts inventory and monitors food, condiment and supply stocking and inventory maintenance processes ~~for the purpose of to~~ ensuring availability of items.
- Procures necessary utensils and supplies, by following departmental standard operating procedures, ~~for the purpose of to~~ maintaining an adequate inventory to complete jobs efficiently within budgetary guidelines.
- Oversees the maintenance of a school kitchen facility and related equipment and troubleshoots equipment problems as necessary ~~for the purpose of to~~ ensuring effective, clean and sanitary conditions.
- ~~Supervises the preparation, cooking and serving of food and beverage items at a school kitchen for the purpose of to~~ meeting mandated nutritional requirements and projected meal requirements.
- Communicates regularly with program, site and District administration and staff, parents, vendors and others using courtesy, diplomacy and tact to ensure information is appropriately conveyed.
- Collaborates with a broad diversity of individuals and groups in a wide variety of circumstances to maintain positive, professional relationships with those contacted in the course of work.
- Performs functions of other positions within the area of responsibility ~~for the purpose of to~~ providing overall coverage of nutrition services operations.
- Prepares documentation (e.g., daily cash reports, inventory reports, control reports) ~~for the purpose of to~~ providing written support and/or conveying information.
- Supervises the reconciliation of transactions and bank deposits ~~for the purpose of to~~ balancing accounts and adhering to accounting practices.
- Oversees and participates in receiving and reconciling prepay and daily meal payments ~~for the purpose of to~~ maintaining effective and accurate accounting practices.
- Receives and reviews free and reduced meal applications and answers related questions ~~for the purpose of to~~ ensure assuring effective and efficient processing of the free and reduced meal applications.
- Collaborates with the Nutrition Services Coordinator or designated District meal planner to provide input on menu items and communicate delivery needs for the purpose of meeting nutritional mandates and service needs.
- Performs other job-related duties as assigned.

### JOB REQUIREMENTS: MINIMUM QUALIFICATIONS

#### KNOWLEDGE, SKILLS AND ABILITIES

There is a potential need to upgrade knowledge and abilities in order to meet changing job conditions.

#### KNOWLEDGE OF:

~~is required to perform~~ Basic math including fractions, percentages, and ratios; ~~read a variety of manuals and recipes; prepare documents following prescribed formats, and present information to others; and solve practical problems. Specific knowledge required to satisfactorily perform the functions of the job includes:~~ Processes, practices, laws, and regulations related to food service and safety.



## NUTRITION SERVICES SUPERVISOR

~~SKILLS~~ are required to perform multiple, non-technical tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skills required to satisfactorily perform the functions of the job include: administering personnel policies and practices; applying pertinent codes, policies, regulations and/or laws; communicating with persons of varied cultural and educational backgrounds; operating equipment used in self-contained kitchens; operating standard office equipment including utilizing pertinent databases, web-based applications, and software applications such as Excel and Word; performing standard bookkeeping/accounting procedures; planning and managing projects and preparing and maintaining accurate records.

**ABILITY TO:** is required to

Supervise, provide direction to and coach assigned staff

Oversee the operations of Nutrition Services at assigned school site(s)

Schedule activities, meetings, and events;

Read a variety of manuals and recipes

Prepare documents following prescribed formats

Present information to others

Administer personnel policies and practices

Apply pertinent codes, policies, regulations and laws

Communicate with courtesy, diplomacy and tact with all those contacted in the course of work (reworded)

Operate equipment used in self-contained kitchens

Operate standard office equipment including utilizing pertinent databases, web-based application and software applications such as Excel and Word

Perform standard bookkeeping/accounting procedures

Plan and manage projects

Prepare and maintain accurate records

~~G~~gather, collate, and classify data; and consider a variety of factors when using equipment. Flexibility is required to

~~W~~ork collaboratively with a broad diversity of individuals and groups others in a wide variety of circumstances; work with data utilizing defined but different processes; and operate equipment using a variety of standardized methods. Ability is also required to work with a wide diversity of individuals; work with a variety of data; and utilize a variety of different types of job-related equipment. In working with others,

~~P~~roblem solving is required to by analyzing issues and creating action plans

~~Problem-solving with data requiring~~ independent interpretation of guidelines; and problem solving with equipment is significant. Specific abilities required to satisfactorily perform the functions of the job include:

Exercise appropriate judgment when making decisions (new)

Adhering to safety practices

Complete tasks thoroughly, accurately and with attention to detail (reworded)

; being attentive to detail;

Plan, prioritize and organize work to meeting deadlines and schedules; and working under time constraints.

# NUTRITION SERVICES SUPERVISOR

## RESPONSIBILITY

Responsibilities include: working under limited supervision following standardized practices and/or methods; directing other persons within a small work unit; and tracking budget expenditures. Utilization of some resources from other work units may be required to perform the job's functions. There is a continual opportunity to significantly impact the organization's services.

## WORKING ENVIRONMENT

The usual and customary methods of performing the job functions require the following physical demands outlined below. All requirements are subject to possible modification to reasonably accommodate individuals with a disability.

Physical Demands Frequency Definitions Based on an 8-Hour Day:

Never = 0%

Seldom = 1-10% (<45 minutes)

Occasionally = 11-33% (up to 3 hours)

Frequently = 34-66% (up to 6 hours)

Continuously = 67-100% (more than 6 hours)

Seldom	climbing/balancing, reach above shoulder, hand controls (mixers and other kitchen equipment)
Seldom/Occasionally	power/firm grasping
Occasionally	reach at shoulder, kneeling, lifting up to 40 lbs. at waist height (cases of canned food and milk), carrying up to 40 lbs. up to 20 feet (bags of food, large pans of hot and cold food, cases of paper products, kitchen equipment), stooping/bending
Occasionally/Frequently	sitting, handling/simple grasping, twisting back
Frequently	lifting up to 10 pounds overhead/shoulder (bags of food, large pans of hot and cold food), neck flexion/rotation, standing, walking, fingering/fine manipulation, reaching below shoulder
Frequently/Continuously	pushing and pulling

## AUDITORY OR VISUAL REQUIREMENTS

Auditory ability to respond to students, communicate with coworkers, hear alarms for safety reasons, hear buzzer/timer for cooking. Vision ability to see near, distant, color, depth and peripherally.

## ENVIRONMENTAL CONDITIONS

Work near hazardous equipment/machinery, walk on uneven ground, tolerate exposure to dust, gas, or fumes, and extremes in temperature and humidity.

## EXPERIENCE

Two years of job-related experience with increasing levels of responsibility is required.



# NUTRITION SERVICES SUPERVISOR

## EDUCATION

College-level coursework and/or vocational education in the food-related industry may be substituted for a portion of the experience requirement.

## REQUIRED TESTING

Pre-employment testing and assessment to demonstrate minimum qualifications required for the position.

## ~~LICENSING, CERTIFICATEIONS, TESTING REQUIREMENTS~~ LICENSING AND CERTIFICATION REQUIREMENTS

- Valid California Class C driver license
- Current food safety manager certification (such as ServSafe's "Food Protection Manager Certification" or other certification deemed equivalent by the District). Certification must be submitted at time of application.

~~Valid California Class C driver's license. San Diego County Food Handler's Certificate. Serve/Safe Certification (or other state certification deemed equivalent by the district) must be submitted at time of application. Serve/Safe certification is to be maintained with a minimum test score of 90%. This 5-year certification requires knowledge of general cleaning and sanitation practices as well as extensive knowledge of the process of hazard analysis at critical control points (HACCP).~~

## CONTINUING EDUCATION/TRAINING

Participation in ongoing job-related training as assigned.

## CLEARANCES

California Department of Justice (DOJ) and Federal Bureau of Investigation (FBI) background (fingerprint) clearance; pre-employment physical examination including tuberculosis (TB) and drug screen clearances.

## FLSA STATUS

Nonexempt

## SALARY RANGE

Supervisory, Range 4

## NUTRITION SERVICES SUPERVISOR

### OVERALL JOB PURPOSE STATEMENT

Under the direction of the Director of Nutrition Services, a Nutrition Services Supervisor oversees all daily operations of nutrition services at a school site(s) according to department standards and government mandates; supervises nutrition services staff at a school kitchen(s) to ensure duties are performed in a safe and efficient manner; ensures availability of quantities of items; completes forms, prepares reports, and communicates orally and in writing to convey information.

### DISTINGUISHING CHARACTERISTICS

The job of Nutrition Services Supervisor is distinguished from Nutrition Services Coordinator in that the Nutrition Services Supervisor oversees food service at an assigned school kitchen(s) rather than the district central kitchen. The Nutrition Services Coordinator performs duties that are in addition to those of a Nutrition Services Supervisor including: assists the Nutrition Services Director as needed; develops and tests new menu items; coordinates the commodity selection, ordering, and distribution process; oversees the transport of food items and supplies from the central kitchen to site kitchens; and oversees the collection and pickup of bank deposits.

### ESSENTIAL JOB FUNCTIONS

- Provides daily supervision and direction by guiding, training, and coaching assigned staff to achieve performance standards/goals, maintain a positive work environment and ensure tasks are completed according to specified standards, mandates and timelines.
- Assists the Director or designee in setting specific performance goals and expectations for assigned staff and provides input on evaluations; follows up with staff on a regular basis to monitor progress and provide feedback.
- Identifies areas for staff development; provides input to Director regarding staff development opportunities.
- Coordinates site nutrition services staff schedules (e.g., special events, food fairs, meetings) to ensure that food is properly prepared, deliveries from outside vendors are received at the site, and that site nutrition services processes comply with department, district, State and Federal regulations.
- Serves on interview panels; provides input on selections to assist management with personnel functions.
- Manages school kitchen operations to provide safe and efficient nutrition services at an assigned site(s) in compliance with department, district, State and Federal requirements.
- Provides and promotes healthy nutrition education to students, staff, parents and nutrition services personnel to promote positive eating habits; promotes the services offered through the nutrition services department.
- Inspects food and/or supplies to verify quantity, quality, and accuracy of orders and/or comply with mandated department, district, State and Federal requirements.
- Conducts inventory and monitors food, condiment and supply stocking and inventory maintenance processes to ensure availability of items.
- Procures necessary utensils and supplies, by following departmental standard operating procedures, to maintain an adequate inventory to complete jobs efficiently within budgetary guidelines.



## NUTRITION SERVICES SUPERVISOR

- Oversees the maintenance of a school kitchen facility and related equipment and troubleshoots equipment problems as necessary to ensure effective, clean and sanitary conditions.
- Supervises the preparation, cooking and serving of food and beverage items at a school kitchen to meet mandated nutritional requirements and projected meal requirements. Communicates regularly with program, site and District administration and staff, parents, vendors and others using courtesy, diplomacy and tact to ensure information is appropriately conveyed.
- Collaborates with a broad diversity of individuals and groups in a wide variety of circumstances to maintain positive, professional relationships with those contacted in the course of work.
- Performs functions of other positions within the area of responsibility to provide overall coverage of nutrition services operations.
- Prepares documentation (e.g., daily cash reports, inventory reports, control reports) to provide written support and/or convey information.
- Supervises the reconciliation of transactions and bank deposits to balance accounts and adhere to accounting practices.
- Oversees and participates in receiving and reconciling prepay and daily meal payments to maintain effective and accurate accounting practices.
- Receives and reviews free and reduced meal applications and answers related questions to ensure effective and efficient processing of the free and reduced meal applications.
- Collaborates with the Nutrition Services Coordinator or designated district meal planner to provide input on menu items and communicate delivery needs for the purpose of meeting nutritional mandates and service needs.
- Performs other job-related duties as assigned.

### JOB REQUIREMENTS: MINIMUM QUALIFICATIONS

#### KNOWLEDGE AND ABILITIES

There is a potential need to upgrade knowledge and abilities in order to meet changing job conditions.

#### KNOWLEDGE OF:

- Basic math including fractions, percentages, and ratios.
- Processes, practices, laws, and regulations related to food service and safety.

#### ABILITY TO:

- Supervise, provide direction to and coach assigned staff.
- Oversee the operations of Nutrition Services at assigned school site(s).
- Schedule activities, meetings, and events.
- Read a variety of manuals and recipes.
- Prepare documents following prescribed formats.
- Present information to others.
- Administer personnel policies and practices.
- Apply pertinent codes, policies, regulations and laws.
- Communicate with courtesy, diplomacy and tact with all those contacted in the course of work.

**NUTRITION SERVICES SUPERVISOR**

- Operate equipment used in self-contained kitchens.
- Operate standard office equipment including utilizing pertinent databases, web-based application and software applications such as Excel and Word.
- Perform standard bookkeeping/accounting procedures.
- Plan and manage projects.
- Prepare and maintain accurate records.
- Gather, collate, and classify data.
- Work collaboratively with a broad diversity of individuals and groups in a wide variety of circumstances.
- Problem solve by analyzing issues and creating action plans requiring independent interpretation of guidelines; problem solving with equipment is significant.
- Exercise appropriate judgment when making decisions.
- Adhere to safety practices.
- Complete tasks thoroughly, accurately and with attention to detail.
- Plan, prioritize and organize work to meet deadlines and schedules.

**RESPONSIBILITY**

Responsibilities include: working under limited supervision following standardized practices and/or methods; directing other persons within a small work unit; and tracking budget expenditures. Utilization of some resources from other work units may be required to perform the job's functions. There is a continual opportunity to significantly impact the organization's services.

**WORKING ENVIRONMENT**

The usual and customary methods of performing the job functions require the following physical demands:

Physical Demands Frequency Definitions Based on an 8-Hour Day:

Never = 0%

Seldom = 1-10% (<45 minutes)

Occasionally = 11-33% (up to 3 hours)

Frequently = 34-66% (up to 6 hours)

Continuously = 67-100% (more than 6 hours)

Seldom	climbing/balancing, reach above shoulder, hand controls (mixers and other kitchen equipment)
Seldom/Occasionally	power/firm grasping
Occasionally	reach at shoulder, kneeling, lifting up to 40 lbs. at waist height (cases of canned food and milk), carrying up to 40 lbs. up to 20 feet (bags of food, large pans of hot and cold food, cases of paper products, kitchen equipment), stooping/bending
Occasionally/Frequently	sitting, handling/simple grasping, twisting back
Frequently	lifting up to 10 pounds overhead/shoulder (bags of food, large pans of



**NUTRITION SERVICES SUPERVISOR**

Frequently/Continuously hot and cold food), neck flexion/rotation, standing, walking, fingering/fine manipulation, reaching below shoulder pushing and pulling

**AUDITORY OR VISUAL REQUIREMENTS**

Auditory ability to respond to students, communicate with coworkers, hear alarms for safety reasons, hear buzzer/timer for cooking. Vision ability to see near, distant, color, depth and peripherally.

**ENVIRONMENTAL CONDITIONS**

Work near hazardous equipment/machinery, walk on uneven ground, tolerate exposure to dust, gas, or fumes, and extremes in temperature and humidity.

**EXPERIENCE**

Two years of job-related experience with increasing levels of responsibility is required.

**EDUCATION**

College-level coursework and/or vocational education in the food-related industry may be substituted for a portion of the experience requirement.

**REQUIRED TESTING**

Pre-employment testing and assessment to demonstrate minimum qualifications required for the position.

**LICENSING AND CERTIFICATION REQUIREMENTS**

- Valid California Class C driver license
- Current food safety manager certification (such as ServSafe's "Food Protection Manager Certification" or other certification deemed equivalent by the District). Certification must be submitted at time of application.

**CONTINUING EDUCATION/TRAINING**

Participation in ongoing job-related training as assigned.

**CLEARANCES**

California Department of Justice (DOJ) and Federal Bureau of Investigation (FBI) background (fingerprint) clearance; pre-employment physical examination including tuberculosis (TB) and drug screen clearances.

**FLSA STATUS**

Nonexempt

**SALARY RANGE**

Supervisory, Range 4

## Second Reading, Revision to Rules & Regulations for the Classified Service – 5.2, 6.16, 10.1

As discussed at the January Personnel Commission meeting, the Director, Classified Personnel met with District and CSEA leadership to review proposed revisions to the Rules & Regulations for the Classified Service as outlined below. Both parties are in support of the revisions to Rule 5.2 and 10.1 as they more accurately reflect current practices. Support for the revision to Rule 6.16 is based on identifying an appropriate balance between ensuring proficiency in the minimum qualifications of a classification and unnecessary redundancy in examination participation.

At the first reading, it was suggested that the Education Code Reference in Rule 6.16 be removed as it does not apply to the action described in the rule.

### 5.2 Examination Procedures

- A. Competitors in any exam component ~~written test~~ must take the ~~test~~ required exams on the prescribed date unless an alternate date is approved by the Director, Classified Personnel. ~~religious affiliation or military service (promotional candidates) require other arrangements.~~ Alternate exam dates shall not delay the certification process for current vacancies.

### 6.16 Certification from the Previous List for Same Class ~~Transfer of Exam Scores~~

~~Certification for a new eligibility list may include the option of employees transferring their test scores from an existing eligibility list for the same class provided that a similar test method shall be used to establish the new eligibility list.~~ Candidates competing for placement on an eligibility list may, at their option, transfer their written and/or performance exam score(s) from one recruitment to another provided the exam is sufficiently similar, as determined by the Director, Classified Personnel, and the exam was administered within the last two years. (EC 45291)

For bargaining unit members, performance appraisals are conducted according to contract provisions. When the collective bargaining contract is silent, these Rules prevail. For classified management, confidential and non-represented employees, the following applies:

### 10.1 When Evaluations Are To Be Made

All regular classified employees shall be evaluated by their immediate supervisors in accordance with the following schedule:

- A. Probationary employees—during the ~~third~~ second and the ~~sixth~~ fourth months of service. A Recommendation for Permanent Status form shall be completed as specified in Rule 8.1 A. In classified management job classes, during the fourth, and eighth ~~and twelfth~~ months of service. A Recommendation for Permanent Status form shall be completed prior to completion of the one year probationary period.

# SAN DIEGUITO UNION HIGH SCHOOL DISTRICT

## VACANCY REPORT 2/8/18

Classified Personnel

7 current/pending vacancies in 5 different job classifications

SITE	SLOT	JOB TITLE	Hrs/Wk	FTE	STATUS
LCC	AA083	Receptionist	40	1.00	Selection interview after 2/26/18
CCA	AD538	Receptionist	40	1.00	Selection interview after 2/26/18
FAC	AA164	Custodian Floater	40	1.00	Selection interview 2/9/18
LCC	AK187	Campus Supervisor	40	1.00	Selection interview after 2/8/18
DG	AI919	Nutrition Services Supervisor	35	0.88	Selection interview 3/1/18
OC	AB213	Nutrition Services Supervisor	35	0.88	Selection interview 3/1/18
TRANS	AF521	School Bus Driver	20	0.50	Continuous recruitment



## PERSONNEL LIST

### CLASSIFIED PERSONNEL

#### Employment

1. **Classified Substitutes**, employment for the 2017-18 school year, effective 12/01/17 through 06/30/18, per attached supplement.
2. **Coaches**, employment for the 2017-18 school year, effective 12/01/17 through 06/30/18, per attached supplement.
3. **Stolar, Steven**, Custodian, SR32, 100.00% FTE, Torrey Pines High School, effective 01/02/18.
4. **Von Borstel, Veronica**, Instructional Assistant-Bilingual, SR31, 48.75% FTE, La Costa Canyon High School, effective 01/09/18.

#### Change in Assignment

1. **Jenkins, Kristin**, from Receptionist, SR32, 100.00% FTE, La Costa Canyon High School to Administrative Secretary, SR40, 100.00% FTE, effective 01/08/18.
2. **Librado Jr., Andres**, from Custodian, SR32, 100.00% FTE, Canyon Crest Academy to School Plant Supervisor-HS, SR 41, 100.00% FTE, effective 12/18/17.
3. **Rose, Sara**, from Health Technician, SR35, 75.00% FTE, Earl Warren Middle School to 100.00% FTE, Canyon Crest Academy, effective 01/16/18.
4. **Santander, Maritza**, from Information Systems Support Analyst, SR52, 100.00% FTE, District Office-Student Information Services to Information Systems Support Supervisor, Supervisory SR7, 100.00% FTE, effective 12/18/17.
5. **Vieira, Susan**, from Receptionist, SR32, 48.75% FTE, Carmel Valley Middle School to Health Technician, SR35, 75.00% FTE, effective 01/08/18.

#### Resignation

1. **Day, Joanne**, Secretary, SR36, 100.00% FTE, Oak Crest Middle School, resignation for the purpose of retirement, effective 01/31/18.
2. **Dubs, Debra**, Administrative Secretary, SR40, 100.00% FTE, La Costa Canyon High School, resignation for the purpose of retirement, effective 02/28/18.
3. **Gomez, Daniel**, Custodian, SR32, 100.00% FTE, Canyon Crest Academy, resignation for the purpose of retirement, effective 02/20/18.
4. **Morales, Laura**, Instructional Assistant-SpEd (NS), SR34, 48.75% FTE, Earl Warren Middle School, effective 12/22/17.

**Classified Personnel Supplement, January 18, 2018**

**Classified Substitutes**

**Ritchie, Atsuko**, effective 12/22/2017

**Robinson, Mildretta**, effective 12/18/2017

**Coach**

**LCC – Walk-on Coach**

**Zambruski, Nicole**, Water Polo, Junior Varsity Head, La Costa Canyon High School,  
Winter, effective 12/14/2017