

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

Regular Meeting Agenda

4:00 P.M., December 15, 2015

San Dieguito High School Academy-B Building Conference Room

REGULAR MEETING/OPEN SESSION

1. Call to Order..... Commission Chair
2. Pledge of Allegiance
3. Approval of the Agenda for the December 15, 2015, Personnel Commission Regular Meeting.
Motion by _____, second by _____, to approve the agenda for the December 15, 2015 Personnel Commission Regular Meeting.
4. Approval of the Minutes for the November 17, 2015 Personnel Commission Regular meeting.
Motion by _____, second by _____, to approve the minutes for the November 17, 2015 Personnel Commission Regular Meeting.

ACTION ITEMS (See Supplements)

5. Organization of the Personnel Commission:
 - A. Election of Chair for the Personnel Commission
Motion by _____, second by _____, that _____ be nominated as Chair of the Personnel Commission for 2016.

Motion by _____, second by _____ that nominations close. _____ is elected as Chair of the Personnel Commission for 2016.
 - B. Election of Vice-Chair for the Personnel Commission
Motion by _____, second by _____, that _____ be nominated as Vice-Chair of the Personnel Commission for 2016.

Motion by _____, second by _____ that nominations close. _____ is elected as Vice-Chair of the Personnel Commission for 2016.
 - C. Personnel Commission Meeting Dates and Times
Motion by _____, second by _____, to approve the schedule for the regular meetings of the Personnel Commission for 2016 as listed on the attached supplement, "Personnel Commission Meeting Schedule, 2016," to be held at 4:00 P.M. in the District Office Board Room #101.

6. ELIGIBILITY LISTS TO BE ESTABLISHED

- A. Motion by _____, second by _____, to establish an Eligibility List for SCHOOL PLANT SUPERVISOR-MIDDLE SCHOOL, SR-39, Promotional Only, six months eligibility.
- B. Motion by _____, second by _____, to establish an Eligibility List for SECRETARY, SR-36, Open/Promotional , six months eligibility.
- C. Motion by _____, second by _____, to establish an Eligibility List for NUTRITION SERVICES SUPERVISOR, Supervisory, SR4, Open/Promotional, six months eligibility.

7. ELIGIBILITY LISTS TO BE APPROVED

- A. Motion by _____, second by _____, to approve an Eligibility List for NUTRITION SERVICES ASSISTANT I, SR-25, Open/Promotional-Dual Certification, continuous eligibility from 11/13/15.
- B. Motion by _____, second by _____, to approve an Eligibility List for HEALTH TECHNICIAN- SR-35, Open/Promotional, six months eligibility from 11/24/15.
- C. Motion by _____, second by _____, to approve an Eligibility List for REGISTRAR, SR-40, Open/Promotional, six months eligibility from 12/09/15.

8. APPROVAL OF CLASS DESCRIPTIONS REVISIONS

- A. Motion by _____, second by _____, to approve the revisions to the class description for CUSTODIAN as shown in the attached supplement.
- B. Motion by _____, second by _____, to approve the revisions to the class description for CUSTODIAN FLOATER as shown in the attached supplement.
- C. Motion by _____, second by _____, to approve the revisions to the class description for CUSTODIAN CREW LEADER as shown in the attached supplement.
- D. Motion by _____, second by _____, to approve the revisions to the class description for NUTRITION SERVICES PRODUCTION ASSISTANT as shown in the attached supplement.

DISCUSSION/INFORMATION ITEMS (See Supplements)

9. STAFF COMMENTS ON PERSONNEL ACTIVITIES

- A. Vacancy Report
- B. Employment Listing

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 Comments

12. NEXT PERSONNEL COMMISSION MEETING

The next regular meeting of the Personnel Commission will be scheduled as determined by Action Item #5C.

13. ADJOURNMENT

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

Regular Meeting Minutes

2:30 P.M., November 17, 2015
710 Encinitas Boulevard, Encinitas, CA 92024
District Office Board Room 101

REGULAR MEETING/OPEN SESSION

1. Call to Order
The meeting was called to order at 2:34 P.M. by David Holmerud, Commission Chair.

2. Pledge of Allegiance
The pledge of allegiance was led by Commissioner Holmerud.

Members in Attendance

John Baird
David Holmerud
Terry King

Staff in Attendance

Susan Dixon, Director
Kathy Potter, Human Resources Technician

Guests

Laura August
Carmen Blum
Matt Colwell
Scott Hendries
Debbie Johnson
Tina Peterson

3. Approval of the Agenda for the November 17, 2015, Personnel Commission Regular Meeting.
It was moved by JOHN BAIRD, seconded by TERRY KING, to approve the agenda, for the November 17, 2015, Personnel Commission Regular Meeting.
Motion passed unanimously.

ACTION ITEMS

4. A. Approval of the Minutes for the October 20, 2015 Personnel Commission Regular Meeting.

It was moved by TERRY KING, seconded by JOHN BAIRD, to approve the minutes for the October 20, 2015 Personnel Commission Regular Meeting.
Motion passed unanimously.

B. Approval of the *revised* Minutes for the September 8, 2015, Personnel Commission Special Meeting.

It was moved by JOHN BAIRD, seconded by TERRY KING, to approve the minutes for the September 8, 2015 Personnel Commission Special Meeting.
Motion passed unanimously.

5. ELIGIBILITY LISTS TO BE ESTABLISHED

It was moved by TERRY KING, seconded by JOHN BAIRD, to establish eligibility lists for four classifications:

- A. NUTRITION SERVICES PRODUCTION ASSISTANT, SR-33, Open/Promotional, six months eligibility.
- B. HEALTH TECHNICIAN, SR-35, Open/Promotional, six months eligibility.
- C. REGISTRAR, SR-40, Open/Promotional, six months eligibility.
- D. ACCOUNTING TECHNICIAN, SR-42, Open/Promotional-Dual Certification, six months eligibility.

Motion passed unanimously.

6. ELIGIBILITY LISTS TO BE APPROVED

- A. It was moved by JOHN BAIRD, seconded by TERRY KING, to approve an Eligibility List for INSTRUCTIONAL ASSISTANT Behavior Intervention, SR-36, Open/Promotional-Dual Certification, six months eligibility from 10/22/15.

Motion passed unanimously.

- B. It was moved by TERRY KING, seconded by JOHN BAIRD, to approve an Eligibility List for SCHOOL BUS DRIVER, SR-38, Open/Promotional-Dual Certification, six months eligibility from 10/29/15.

Motion passed unanimously.

DISCUSSION/INFORMATION ITEMS (See Supplements)

7. PERSONNEL COMMISSION RULE 6.8

An informal presentation was given by Director Dixon discussing possible applications of the rule and citing San Diego County Merit School District's practices regarding Rule 6.8, when less than three ranks exist on an eligibility list.

8. STAFF COMMENTS ON PERSONNEL ACTIVITIES

- A. The Vacant Positions report dated 11/12/15 was submitted. John Baird asked for clarification on the Job class and Vacancy count columns.
- B. The Personnel List dated 10/15/15 was submitted as information.

9. CORRESPONDENCE

None

10. 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 – Matt Colwell thanked Susan for her thorough presentation at today's meeting. Matt also thanked David Holmerud for his nineteen years of service on the Personnel Commission.
- B. San Dieguito Union High School District - None
- C. Public – None

11. NEXT PERSONNEL COMMISSION MEETING

The next regular meeting of the Personnel Commission is scheduled December 15, 2015, at 4:00 PM in the District Office Large Board Room 101, 710 Encinitas Boulevard, Encinitas, CA 92024.

12. ADJOURNMENT

The meeting adjourned at 4:33 PM.



Union High School District

710 Encinitas Boulevard, Encinitas, CA 92024
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Classified Personnel Commission
John Baird, Commissioner
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Terry King, Commissioner
Susan Dixon, Director

PERSONNEL COMMISSION MEETING SCHEDULE

2016

Tuesday, 4:00 p.m.	January 12, 2016	District Office Room 101
Tuesday, 4:00 p.m.	February 9, 2016	District Office Room 101
Tuesday, 4:00 p.m.	March 8, 2016	District Office Room 101
Tuesday, 4:00 p.m.	April 12, 2016	District Office Room 101
Tuesday, 4:00 p.m.	May 10, 2016	District Office Room 101
Tuesday, 4:00 p.m.	June 14, 2016	District Office Room 101
Tuesday, 4:00 p.m.	July 12, 2016	District Office Room 101
Tuesday, 4:00 p.m.	August 9, 2016	District Office Room 101
Tuesday, 4:00 p.m.	September 13, 2016	District Office Room 101
Tuesday, 4:00 p.m.	October 11, 2016	District Office Room 101
Tuesday, 4:00 p.m.	November 8, 2016	District Office Room 101
Tuesday, 4:00 p.m.	December 13, 2016	District Office Room 101

**SAN DIEGUITO UNION HIGH SCHOOL DISTRICT
2015-16 CLASSIFIED CALENDAR**

							# WORK DAYS					
	M	T	W	T	F	Holidays/Recesses	ST	ST+5	ST+10	11-MO	12-MO	
Jul				1	2	3 07/03 - Independence Day						
Jul	6	7	8	9	10							
Jul	13	14	15	16	17		0	0	0	0	22	
Jul	20	21	22	23	24							
Jul	27	28	29	30	31							
Aug	3	4	5	6	7	08/03 - First day - 11-month Employees						
Aug	10	11	12	13	14	08/11 - First day - ST+10 Employees						
Aug	17	18	19	20	21	08/17 - First day - ST+5 Employees	6	11	15	21	21	
Aug	24	25	26	27	28	08/24 - Classified In-Service Day, First day - ST Employees						
Aug	31					08/25 - First day of school						
Sep		1	2	3	4							
Sep	7	8	9	10	11	09/07 - Labor Day						
Sep	14	15	16	17	18		21	21	21	21	21	
Sep	21	22	23	24	25							
Sep	28	29	30									
Oct				1	2							
Oct	5	6	7	8	9							
Oct	12	13	14	15	16		22	22	22	22	22	
Oct	19	20	21	22	23							
Oct	26	27	28	29	30							
Nov	2	3	4	5	6							
Nov	9	10	11	12	13	11/11 - Veterans Day	15	15	15	18	18	
Nov	16	17	18	19	20							
Nov	23V	24V	25V	26	27	11/23-11/27 - Fall Break						
Nov	30											
Dec		1	2	3	4							
Dec	7	8	9	10	11							
Dec	14	15	16	17	18		14	14	14	20	18	
Dec	21V	22V	23V	24	25	12/21-01/01 Winter Recess						
Dec	28V	29V	30V	31		12/23 & 12/30 - Non-Work day for 12-month Employees						
Jan					1							
Jan	4	5	6	7	8							
Jan	11	12	13	14	15	01/18 - Martin Luther King, Jr. Day	18	18	18	19	19	
Jan	18	19	20	21	22	01/25 - Non-Work, Non-Paid day - ST, ST+5, ST+10						
Jan	25	26	27	28	29	01/26 - Inservice Day						
Feb	1	2	3	4	5							
Feb	8	9	10	11	12	02/12 - President's Weekend	19	19	19	19	19	
Feb	15	16	17	18	19	02/15 - President's Weekend						
Feb	22	23	24	25	26							
Feb	29											
Mar		1	2	3	4							
Mar	7	8	9	10	11							
Mar	14	15	16	17	18		23	23	23	23	23	
Mar	21	22	23	24	25							
Mar	28	29	30	31								
Apr					1							
Apr	4V	5V	6V	7V	8	04/04-04/08 - Spring Recess						
Apr	11	12	13	14	15		16	16	16	20	20	
Apr	18	19	20	21	22							
Apr	25	26	27	28	29							
May	2	3	4	5	6							
May	9	10	11	12	13							
May	16	17	18	19	20		21	21	21	21	21	
May	23	24	25	26	27							
May	30	31				05/30 - Memorial Day						
Jun			1	2	3							
Jun	6	7	8	9	10	06/09 - Last day of School - Last day - ST & ST+5 Employees						
Jun	13	14	15	16	17	06/10 - Last day - ST+10	7	7	8	21	22	
Jun	20	21	22	23	24							
Jun	27	28	29	30		6/29 - Last day - 11-month Employees						
	Holiday						# of Work Days	182	187	192	225	246
	V Automatic Vacation Day < 12-mo employees						# of Holidays	13	13	13	13	14
	Non-Work, Non-Paid Day for ST, ST+5, & ST+10						# of Paid Days	195	200	205	238	260
	Inservice Day						# Days per Contract	195	200	205	238	260
	Non-Work, Non-Paid Day for 12-mo employees											

School Term Employees (ST): SpEd IAs, Job Placement Assts., Nutrition Services I, II and III, Campus Supervisors, Theatre Techs
 School Term Employees (ST+5): School Bus Drivers/Attendants, N.S. Transporters/Production Assistants, Occupational Therapist
 School Term Employees (ST+10): Receptionists, Secretaries, Site Administrative Secretaries, Health Technicians
 11-Month Employees: Accounting Assistant- ASB, MS Counseling Secretaries, HS Athletic Secretaries

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

Nutrition Services Assistant I

**Effective: Continuous
Expiration: 6-30-16**

Rank	Applicant ID	Notes
1	2954146	
2	2686703	
3	2908048	
4	2881690	

S. Dixon

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

Effective: 11-24-15

Expiration: 5-24-16

Promo

Rank	Applicant ID
1	2951499
2	2978354
3	2139041
4	2665887
5	2809713

Open

Rank	Applicant ID
1	2893465
1	2519515
2	2710055
3	2995187
4	2982755

S. Dixon

San Diego Union High School District
Personnel Commission
Eligibility List
Open/Promotional

Effective: 12/09/15
Expiration: 6/09/16

Registrar

Promotional

Rank	Applicant ID	Notes
1	3010749	
2	2792539	
3	2228409	
4	2691942	
5	2828541	
6	868344	

Open

Rank	Applicant ID	Notes
1	2991355	
2	3003752	
3	2109460	
3	1989691	
4	2625574	

S. Dixon

San Dieguito

Union High School District

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TO:	Classification Advisory Committee								
PREPARED BY:	Barbara Bass, Human Resources Analyst	CLASSIFICATIONS:	Custodian, Custodian Floater, and Custodian Crew Leader						
SUBMITTED BY:	Susan Dixon, Director of Classified Personnel	CLASSIFICATION TYPE:	Classified						
SUBMITTAL DATE:	11/17/2015	CLASSIFICATIONS AND SALARY RANGES:	<table> <tr> <td>Custodian</td> <td>32</td> </tr> <tr> <td>Custodian Floater</td> <td>33</td> </tr> <tr> <td>Custodian Crew Leader</td> <td>38</td> </tr> </table>	Custodian	32	Custodian Floater	33	Custodian Crew Leader	38
Custodian	32								
Custodian Floater	33								
Custodian Crew Leader	38								
Personnel Commission Meeting Date:	December 15, 2015								
Agenda Item:	Classification Revision #8								

Background Information

There was a recruitment for a Custodian Floater in May 2015. The Personnel Commission staff met with Javier Lopez, Grounds and Custodial Supervisor, and Alberto Valdez, Custodial Supervisor I, to review and update the Custodial Floater job description, as well as the similar job classifications of Custodian and Custodian Crew Leader.

In the "Essential Functions" section of each of the job descriptions no new duties were identified, however, essential functions that Custodial classifications have always performed were noted or clarified as needed. Additionally, where there were the same Essential Functions in two or more job classifications, the order of presentation and language was standardized.

Standard formatting and language updates (per previous approval by the CAC and the Personnel Commission), including the "Working Environment" section were applied. The updated "Working Environment" section describes the physical and environmental conditions associated with these classifications and the education, training, certificates, and clearances required.

Salary Compensation Review

As part of a review of this classification, Personnel Commission staff conducted a salary compensation review for each job classification.

Custodian				
District	Salary Range	Job Title	Minimum	Maximum
Carlsbad	14	Custodian	\$ 32,989	\$ 40,082
Escondido UHSD	20	Custodian	\$ 29,619	\$ 39,707
Escondido USD	30	Custodian II	\$ 31,469	\$ 40,164
Oceanside USD	16	Custodian	\$ 31,298	\$ 40,428
Poway USD	25	Custodian	\$ 33,408	\$ 40,704
San Marcos USD	22	Custodian I	\$ 31,344	\$ 40,032
Average			\$ 31,688	\$ 40,186
SDUHSD	32	Custodian	\$ 31,867	\$ 40,476

Custodian Crew Leader				
District	Salary Range	Job Title	Minimum	Maximum
Escondido UHSD	22	Lead Custodian	\$ 30,826	\$ 41,309
Escondido USD	35	Custodial Crew Leader	\$ 35,605	\$ 45,443
Oceanside USD	24	Night Lead Custodian III	\$ 37,605	\$ 48,738
Poway USD	28	Crew Chief	\$ 35,976	\$ 43,824
San Marcos	46	Custodian III/Night Lead Person	\$ 37,632	\$ 47,712
Average			\$ 35,529	\$ 45,405
SDUHSD	38	Custodian Crew Leader	\$ 36,841	\$ 47,022

Custodian Floater - no match found				
SDUHSD	33	Custodian Floater	\$ 32,621	\$ 41,595

Sources of Information

Javier Lopez, Grounds and Custodial Supervisor
Alberto Valdez, Supervisor I
Joint Powers Authority, San Diego County Office of Education
San Diego County School Districts' Job Descriptions

Recommendation

- 1) It is recommended the Custodial series class descriptions be revised as proposed.
- 2) There is no recommended change to the salary placement of these positions.

Vote by Committee Members:

Vote	Member	Vote	Member
Yes	Carmen Blum, CSEA	Absent	Dan Love, Admin
Yes	Matt Colwell, CSEA	Yes	Rick Mariam, Admin
Yes	Debbie Johnson, CSEA	Absent	Tina Peterson, Admin

CLASSIFIED

CUSTODIAN

OVERALL JOB PURPOSE STATEMENT

Under the ~~direction~~ work coordination of a Custodian Crew Leader, the job of Custodian is ~~done for the purposes of~~ maintaining an assigned school site and/or office space; and providing a clean, safe and healthy environment.

DISTINGUISHING CHARACTERISTICS

This job is distinguished from similar jobs by the following characteristics: The Custodian performs a full range of cleaning functions on a school campus and a variety of routine, simple maintenance duties for an assigned area during a day or night shift which may involve frequent contact with students, staff and other adults. Positions in this class may be assigned to day or night hours, and at times during the year they may be required to work evening hours such as at special events or winter, spring or summer breaks. The class Custodian differs from the Custodian Crew Leader which is a class responsible for organizing, coordinating and supervising the work of all custodians and related positions at a school plant.

ESSENTIAL FUNCTIONS

- ~~Cleans building interiors and exteriors and campus grounds for the purpose of providing clean, safe and healthy school plant.~~ Cleans building interiors, exteriors and campus grounds (e.g., sweep, scrub, strip, wax, polish floors; vacuum and shampoo carpets and rugs; dust and polish furniture, woodwork, metal work; clean chalkboards, erasers, windows, mirrors, waste receptacles; scrub and disinfect surfaces and fixtures in rest rooms, showers and related areas; empty trash containers; pick up trash and debris; etc.) for the purpose of providing clean, safe and healthy school plant.
- Secures alarms, windows, doors, gates and specified campus areas for the purpose of providing campus security after school hours.
- ~~Arranges~~ Sets up and takes down equipment and furnishings (e.g. furniture arrangements, bleachers, stages, etc.) for the purpose of providing adequate arrangements for meetings, classroom activities and events.
- Replenishes classroom and rest room supplies (e.g. paper towels, soap, etc.) for the purpose of maintaining adequate quantities for daily use.
- ~~Unloads/ and distributes~~ warehouse materials and other delivered items (e.g. books, equipment, supplies, etc.) for the purpose of storing, routing and placing needed items and supplies in designated locations.
- ~~Reports incidents of vandalism, damages, accidents, unsafe conditions and items needing repair for the purpose of preventing accidents, keeping the campus safe and in a properly functioning condition. and/or issues needing action for the purpose of seeking prompt corrective action.~~
- ~~Requests/ and maintains~~ custodial supplies/ and inventories for the purpose of ensuring their availability when needed.
- ~~Assists~~ Communicates with and assists students, teachers, parents and visitors for the purpose of providing/ and receiving information and instructions for events, activities and carrying out the school's current plans.

CLASSIFIED

CUSTODIAN

- Performs minor maintenance and repairs on school equipment and /furniture (e.g. change vacuum cleaner belts, bags, lighting, etc.) for the purpose of ensuring proper functioning and usability of items.
- ~~Unloads/distributes warehouse materials and other delivered items (e.g. books, equipment, supplies, etc.) for the purpose of storing, routing and placing needed items and supplies in designated locations.~~
- Assists in the performance of other job-related duties as assigned ~~for the purpose of accomplishing organizational goals.~~

JOB REQUIREMENTS: MINIMUM QUALIFICATIONS

KNOWLEDGE, SKILLS AND ABILITIES

KNOWLEDGE is required to perform basic math; understand written procedures, write routine documents, and speak clearly; and understand complex, multi-step written and oral instructions. Specific knowledge required to satisfactorily perform the functions of the job includes: proper cleaning methods, materials, tools and equipment used in custodial and routine maintenance work, including basic methods of cleaning and preserving floors, black boards, carpets, furniture, walls and fixtures; cleaning materials, disinfectants and equipment used in custodial work; safety practices and work methods; and record keeping techniques.

SKILLS are required to perform multiple, non-technical tasks using existing skills. Specific skills required to satisfactorily perform the functions of the job include: handling hazardous materials; operating equipment used in industrial cleaning; and preparing and maintaining accurate records.

ABILITY is required to schedule activities; collate data; and consider a number of factors when using equipment. Flexibility is required to work with others in a variety of circumstances; work with data utilizing specific, defined processes; and operate equipment using a variety of standardized methods. Ability is also required to work with a wide diversity of individuals; work with specific, job-related data; and utilize job-related equipment. In working with others, problem solving may be required to identify issues and to select action plans. Problem solving with data requires following prescribed guidelines; and problem solving with equipment is limited to moderate. Specific abilities required to satisfactorily perform the functions of the job include: utilizing cleaning materials, equipment and methods according to predetermined standards; understanding and following oral and written directions, including Material Safety Data Sheets (MSDS) and procedures to protect against blood borne pathogens; establishing and maintaining effective working relationships with others; meeting schedules and time lines; and communicating effectively with others.

RESPONSIBILITY

Responsibilities include: working under direct supervision using standardized procedures; providing information and/or advising others; and operating within a defined budget. There is a continual opportunity to have some impact on the Organization's services.

CLASSIFIED

CUSTODIAN

WORKING ENVIRONMENT

The usual and customary methods of performing the job functions requires the following physical demands: ~~The usual and customary methods of performing the job's functions requires the following physical demands: significant lifting, carrying, pushing, and/or pulling; some climbing and balancing; significant stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 10% sitting, 70% walking and 20% standing. The job is performed under minimal temperature variations, some hazardous conditions, and in varying atmospheric conditions.~~

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)

<u>Seldom/Occasionally</u>	<u>Lifting at waist height or carrying up to 50 pounds up to 10 feet (e.g.: trash can, water bucket, moving chairs, moving stack of chairs and tables), squatting/crouching, climbing/balancing, kneeling, reach above shoulder stooping/bending, twisting back, neck flexation/rotation, pushing/pulling, power/firm grasping, reach at shoulder, reach below shoulder</u>
<u>Occasionally</u>	<u>Lifting at waist height or carrying up to 10 pounds, stooping/bending, twisting back, neck flexation/rotation, pushing/pulling, power/firm grasping, reach at shoulder, reach below shoulder</u>
<u>Occasionally/Frequently</u>	<u>Fingering/fine manipulation</u>
<u>Frequently</u>	<u>Standing, handling/simple grasping</u>
<u>Continuously</u>	<u>Walking</u>

AUDITORY OR VISUAL REQUIREMENTS

Ability to respond to safety buzzers, communicate with coworkers and staff, operate vehicles safely.

Ability to see near, distant, color, depth and peripherally

ENVIRONMENTAL CONDITIONS

Ability to operate a motor vehicle requiring a Class C driver's license to conduct work, work near hazardous equipment/machinery, walk on uneven ground, tolerate exposure to dust, gas, fumes, vibration, extremes in temperature and humidity, biohazard materials such as sewage, work at heights.

EXPERIENCE

Job-related experience in a school or related environment is required.

EDUCATION

High School diploma or equivalent.

REQUIRED TESTING

CLASSIFIED

CUSTODIAN

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

CERTIFICATES

Valid California Class C Driver's License.

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.

CLASSIFIED

CUSTODIAN—FLOATER

OVERALL JOB PURPOSE STATEMENT

Under the ~~direction~~work coordination of the ~~Custodial Operations Supervisor~~Custodial Supervisor and/or Grounds and Custodial Supervisor, the job of Custodian—Floater is maintaining an assigned school plant, group of buildings or office space in a clean, orderly and secure manner.

DISTINGUISHING CHARACTERISTICS

This job is distinguished from similar jobs by the following characteristics: The Custodian—Floater is responsible for maintaining a clean, safe and healthy environment at a variety of sites throughout the District. This class differs from the Custodian which is responsible for performing the full range of custodian functions at a single site. The class Custodian—Floater differs from the School Plant Supervisor which is a class responsible for organizing, coordinating and supervising the work of all custodians and related positions at a school plant.

ESSENTIAL FUNCTIONS

- Cleans building interior/s, exteriors and campus grounds (e.g., sweep, scrub, strip, wax, polish floors; vacuum and shampoo carpets and rugs; dust and polish furniture, woodwork, metal work; clean chalkboards, erasers, windows, mirrors, waste receptacles; scrub and disinfect surfaces and fixtures—in rest rooms, showers and related areas; empty trash containers; pick up trash and debris; etc.) for the purpose of providing a clean, safe and healthy school plant.
- Secures alarms, windows, doors, gates and specified campus areas for the purpose of providing campus security after school hours.
- Sets up and takes down equipment and furnishings (e.g. furniture arrangements, bleachers, stages, etc.) for the purpose of providing adequate arrangements for meetings, classroom activities and events.
- Replenishes classroom and rest room supplies (e.g. paper towels, soap, etc.) for the purpose of ensuring adequate quantities for daily use.
- Unloads/distributes warehouse materials and other delivered items such as books, equipment or supplies for the purpose of storing, routing and placing needed items and supplies in designated locations.
- Reports incidents of vandalism, damages, accidents, unsafe conditions and items needing repair for the purpose of preventing accidents, keeping the campus safe, and in a properly functioning condition.
- Requests/maintains custodial supplies/inventories for the purpose of ensuring their availability when needed.
- Communicates with and assists students, teachers, parents and visitors for the purpose of providing/receiving information and instructions for events, activities and carrying out the school's current plans.
- Sets up and tears down furniture, bleachers, stages, etc. for the purpose of accommodating meetings and school events.
- Performs minor maintenance and repairs on school equipment and furniture (e.g., change vacuum cleaner belts, bags, lights, etc.) on school equipment/furniture for the purpose of ensuring proper functioning and usability of items.

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- ~~Unloads/distributes warehouse materials and other delivered items (e.g. books, equipment, supplies, etc.) for the purpose of storing, routing and placing needed items and supplies in designated locations.~~
- Replenishes classroom and rest room supplies (e.g. paper towels, soap, etc.) for the purpose of ensuring adequate quantities for daily use.
- Arranges equipment and furnishings for the purpose of providing adequate arrangements for meetings, classroom activities and events.
- Reports damages, unsafe conditions and items needing repair for the purpose of preventing accidents, keeping the campus safe, and in a properly functioning condition conducive to the educational process.
- Secures alarms, windows, doors, gates and specified campus areas for the purpose of providing campus security after school hours.
- ~~Unloads/distributes warehouse materials and other delivered items such as books, equipment or supplies for the purpose of storing, routing and placing needed items and supplies in designated locations.~~
- Transports various items (e.g. tools, equipment, supplies, furniture, etc.) for the purpose of ensuring the availability of materials required at school sites.
- Performs functions of the Plant Supervisor and/or Crew Leader and/or Custodian when required (e.g. vacation, illness, etc.) for the purpose of providing coverage in their absence.
- Assists in the performance of other related duties as assigned ~~for the purpose of accomplishing organizational goals.~~

JOB REQUIREMENTS: MINIMUM QUALIFICATIONS

SKILLS, KNOWLEDGE, SKILLS, AND ABILITIES

~~SKILLS~~ are required to perform multiple, non-technical tasks using existing skills. Specific skills required to satisfactorily perform the functions of the job include: handling hazardous materials; operating equipment used in industrial cleaning; and preparing and maintaining accurate records.

KNOWLEDGE is required to perform basic math; understand written procedures, write routine documents, and speak clearly; and understand complex, multi-step written and oral instructions. Specific knowledge required to satisfactorily perform the functions of the job includes: proper cleaning methods, materials, tools and equipment used in custodial and routine maintenance work, including basic methods of cleaning and preserving floors, black boards, carpets, furniture, walls and fixtures; cleaning materials, disinfectants and equipment used in custodial work; safety practices and work methods; and record keeping techniques.

SKILLS are required to perform multiple, non-technical tasks using existing skills. Specific skills required to satisfactorily perform the functions of the job include: handling hazardous materials; operating equipment used in industrial cleaning; and preparing and maintaining accurate records.

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ABILITY is required to schedule activities; collate data; and consider a number of factors when using equipment. Flexibility is required to work with others in a variety of circumstances; work with data utilizing specific, defined processes; and operate equipment using a variety of standardized methods. Ability is also required to work with a wide diversity of individuals; work with specific, job-related data; and utilize job-related equipment. In working with others, some problem solving may be required to identify issues and select action plans. Problem solving with data requires following prescribed guidelines; and problem solving with equipment is moderate. Specific abilities required to satisfactorily perform the functions of the job include: utilizing cleaning materials, equipment and methods according to predetermined standards; understanding and following oral and written directions, including Material Safety Data Sheets (MSDS) and procedures to protect against blood borne pathogens; establishing and maintaining effective working relationships with others; meeting schedules and time lines; and communicating effectively with others.

RESPONSIBILITY

Responsibilities include: working under direct supervision using standardized procedures; providing information and/or advising others; leading, building, and/or coordinating the work of others in the absence of the Plant Supervisor or Crew Leader, and operating within a defined budget. There is a continual opportunity to have some impact on the Organization's services.

WORKING ENVIRONMENT

The usual and customary methods of performing the job's functions requires the following physical demands: ~~significant lifting, carrying, pushing, and/or pulling; some climbing and balancing; significant stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 15% sitting, 80% walking and 5% standing. The job is performed under minimal temperature variations, some hazardous conditions, and in varying atmospheric conditions.~~

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)

<u>Seldom/Occasionally</u>	<u>Lifting at waist height or carrying up to 50 pounds up to 10 feet (e.g.: trash can, water bucket, moving chairs, moving stack of chairs and tables), squatting/crouching, climbing/balancing, kneeling, reach above shoulder stooping/bending, twisting back, neck flexation/rotation, pushing/pulling, power/firm grasping, reach at shoulder, reach below shoulder</u>
<u>Occasionally</u>	<u>Lifting at waist height or carrying up to 10 pounds, stooping/bending, twisting back, neck flexation/rotation, pushing/pulling, power/firm grasping, reach at shoulder, reach below shoulder</u>

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<u>Occasionally/Frequently</u>	<u>Fingering/fine manipulation</u>
<u>Frequently</u>	<u>Standing, handling/simple grasping</u>
<u>Continuously</u>	<u>Walking</u>

AUDITORY OR VISUAL REQUIREMENTS

Ability to respond to safety buzzers, communicate with coworkers and staff, operate vehicles safely.
Ability to see near, distant, color, depth and peripherally

ENVIRONMENTAL CONDITIONS

Ability to operate a motor vehicle requiring a Class C driver's license to conduct work, work near hazardous equipment/machinery, walk on uneven ground, tolerate exposure to dust, gas, fumes, vibration, extremes in temperature and humidity, biohazard materials such as sewage, work at heights.

EXPERIENCE

Job-related experience in a school or related environment is required.

EDUCATION

High School diploma or equivalent.

REQUIRED TESTING

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

CERTIFICATES

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..

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.

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CUSTODIAN CREW LEADER

OVERALL JOB PURPOSE STATEMENT

Under the direction of a School Plant Supervisor-High School, the job of Custodian Crew Leader is done for the purposes of maintaining an assigned school plant, group of buildings or office space in a clean, orderly and secure manner and for providing work direction and guidance in a lead capacity to an assigned staff of custodians.

DISTINGUISHING CHARACTERISTICS

This job is distinguished from similar jobs by the following characteristics: The Custodian Crew Leader is a lead worker class responsible for providing work direction and guidance to custodians on the evening shift at a high school campus and performs the full range of cleaning functions and a variety of routine, simple maintenance duties for an assigned area during an evening shift. The class Custodian Crew Leader differs from the School Plant Supervisor, generally working a day shift, which is a class responsible for organizing, coordinating and supervising the work of all custodians and related positions at a school plant.

ESSENTIAL FUNCTIONS

- Assigns ~~and~~ coordinates crew tasks and workload with crew teams for the purpose of maximizing efficiency of the crew, meeting shift requirements and completing tasks on time.
- Cleans building interiors and exteriors and campus grounds (e.g. sweep, scrub, strip, wax, polish floors; vacuum and shampoo carpets and rugs; dust and polish furniture, woodwork, metal work; clean chalkboards, erasers, windows, mirrors, waste receptacles; scrub and disinfect surfaces and fixtures in rest rooms, showers and related areas; empty trash containers; pick up trash and debris; etc.) for the purpose of providing a clean, safe and healthy school plant.
- Secures alarms, windows, doors, gates and specified campus areas for the purpose of providing campus security after school hours.
- Sets up and takes down equipment and furnishings (e.g. bleachers, stages, etc.) for the purpose of providing adequate arrangements for meetings, classroom activities and events.
- Replenishes classroom and rest room supplies (e.g. paper towels, soap, etc.) for the purpose of maintaining adequate quantities for daily use.
- Unloads and distributes warehouse materials and other delivered items (e.g. books, equipment, supplies, etc.) for the purpose of storing, routing and placing needed items and supplies in designated locations.
- Reports incidents of vandalism, damages, accidents, unsafe conditions and items needing repair for the purpose of preventing accidents, keeping the campus safe and in a properly functioning condition.
- ~~Cleans building interiors and exteriors and campus grounds (e.g. sweep, scrub, strip, wax, polish floors; vacuum and shampoo carpets and rugs; dust and polish furniture, woodwork, metal work; clean chalkboards, erasers, windows, mirrors, waste receptacles; scrub and disinfect surfaces and fixtures in rest rooms, showers and related areas; empty trash containers; pick up trash and debris; etc.) for the purpose of providing clean, safe and healthy school plant.~~
- ~~Arranges equipment and furnishings (e.g. bleachers, stages, etc.) for the purpose of providing adequate arrangements for meetings, classroom activities and events.~~
- ~~Replenishes classroom and rest room supplies (e.g. paper towels, soap, etc.) for the purpose of maintaining adequate quantities for daily use.~~

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CUSTODIAN CREW LEADER

- Performs minor maintenance and repairs on school equipment/ and furniture (e.g., change vacuum cleaner belts, bags, lights, etc.) for the purpose of ensuring proper functioning and usability of items.
- ~~Reports damages, unsafe conditions and items needing repair for the purpose of preventing accidents, keeping the campus safe, and in a properly functioning condition conducive to the educational process.~~
- ~~Secures alarms, windows, doors, gates and specified campus areas for the purpose of providing campus security after school hours.~~
- ~~Unloads/distributes warehouse materials and other delivered items (e.g. books, equipment, supplies, etc.) for the purpose of storing, routing and placing needed items and supplies in designated locations.~~
- Assists in the performance of other related duties as assigned for the purpose of accomplishing organizational goals.

JOB REQUIREMENTS: MINIMUM QUALIFICATIONS

SKILLS, KNOWLEDGE, SKILLS AND ABILITIES

~~**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: handling hazardous materials; operating equipment used in industrial cleaning; and preparing and maintaining accurate records.~~

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and analyze situations to define issues and draw conclusions. Specific knowledge required to satisfactorily perform the functions of the job includes: proper cleaning methods, materials, tools and equipment used in custodial and routine maintenance work, including basic methods of cleaning and preserving floors, black boards, carpets, furniture, walls and fixtures; cleaning materials, disinfectants and equipment used in custodial work; safety practices and work methods; record keeping techniques; and methods of organizing, scheduling and prioritizing work loads.

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: handling hazardous materials; operating equipment used in industrial cleaning; and preparing and maintaining accurate records.

ABILITY is required to schedule activities, meetings, and/or events; collate data; and consider a number of factors when using equipment. Flexibility is required to work with others in a wide variety of circumstances; work with data utilizing specific, defined processes; and operate equipment using a variety of processes. Ability is also required to work with a diversity of individuals and/or groups; work with specific, job-related data; and utilize job-related equipment. In working with others, problem solving is required to identify issues and create action plans. Problem solving with data requires following prescribed guidelines; and problem solving with equipment is moderate. Specific abilities required to satisfactorily perform the functions of the job include: evaluating the effectiveness of various supplies and equipment; utilizing cleaning materials, equipment and methods according to

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predetermined standards and in a safe and efficient manner; understanding and following oral and written directions, including Material Safety Data Sheets (MSDS) and procedures to protect against blood borne pathogens; establishing and maintaining effective working relationships with others; meeting schedules and time lines; planning and organizing work; working independently with little direction; communicating effectively with others; and training and providing work direction to assigned staff.

RESPONSIBILITY

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

WORKING ENVIRONMENT

The usual and customary methods of performing the job's functions requires the following physical demands: ~~significant lifting, carrying, pushing, and/or pulling; some climbing and balancing; significant stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 10% sitting, 70% walking and 20% standing. The job is performed under some temperature extremes, some hazardous conditions, and in varying atmospheric conditions.~~

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)

<u>Seldom/Occasionally</u>	<u>Lifting at waist height or carrying up to 50 pounds up to 10 feet (e.g.: trash can, water bucket, moving chairs, moving stack of chairs and tables), squatting/crouching, climbing/balancing, kneeling, reach above shoulder stooping/bending, twisting back, neck flexation/rotation, pushing/pulling, power/firm grasping, reach at shoulder, reach below shoulder</u>
<u>Occasionally</u>	<u>Lifting at waist height or carrying up to 10 pounds, stooping/bending, twisting back, neck flexation/rotation, pushing/pulling, power/firm grasping, reach at shoulder, reach below shoulder</u>
<u>Occasionally/Frequently</u>	<u>Fingering/fine manipulation</u>
<u>Frequently</u>	<u>Standing, handling/simple grasping</u>
<u>Continuously</u>	<u>Walking</u>

AUDITORY OR VISUAL REQUIREMENTS

Ability to respond to safety buzzers, communicate with coworkers and staff, operate vehicles safely.
Ability to see near, distant, color, depth and peripherally.

ENVIRONMENTAL CONDITIONS

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Ability to operate a motor vehicle requiring a California Class C driver's license to conduct work, work near hazardous equipment/machinery, walk on uneven ground, tolerate exposure to dust, gas, fumes, vibration, extremes in temperature and humidity, biohazard materials such as sewage, work at heights.

EXPERIENCE

At least one year of custodial experience in a school or related environment is required.

EDUCATION

High School diploma or equivalent.

REQUIRED TESTING

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

CERTIFICATES

~~None Specified~~ Valid California Class C driver's license.

CONTINUING EDUCATION/TRAINING

~~None Specified~~ Participation in ongoing job-related training as assigned.

CLEARANCES

~~Criminal Justice Fingerprint/Background Clearance; TB Clearance~~ 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.

San Dieguito

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Classified Personnel Commission
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 Terry King, Commissioner
 Susan Dixon, Director

TO:	Classification Advisory Committee		
PREPARED BY:	Susan Dixon, Director of Classified Personnel	CLASSIFICATIONS:	Nutrition Services Production Assistant
SUBMITTED BY:	Susan Dixon, Director of Classified Personnel	CLASSIFICATION TYPE:	Classified
SUBMITTAL DATE:	11/17/2015	CLASSIFICATIONS AND SALARY RANGES:	Nutrition Services Production Assistant 33
Personnel Commission Meeting Date:		December 15, 2015	
Agenda Item:		Classification Revision #8	

Background Information

The district is currently conducting a recruitment to establish an eligibility list for Nutrition Services Production Assistant. The Personnel Commission staff worked with Rick Mariam, Director of Nutrition Services, to review and update the Nutrition Services Production Assistant job description.

In the "Essential Functions" section of the job description, no new duties were identified; however, essential functions that the classification has always performed were noted or clarified as needed.

Standard formatting and language updates (per previous approval by the CAC and the Personnel Commission), including the "Working Environment" section were applied. The updated "Working Environment" section describes the physical and environmental conditions associated with this classification and the education, training, certificates, and clearances required.

Salary Compensation Review

As part of a review of this classification, Personnel Commission staff conducted a salary compensation review for the job classification.

Nutrition Services Production Assistant				
District	Salary Range	Job Title	Minimum	Maximum
Carlsbad		No comparison		
Escondido UHSD	16	Assistant Site Manager	\$ 13.16	\$ 17.63
Escondido USD	25	Nutrition Service Assistant III	\$ 13.37	\$ 17.07
Grossmont UHSD		No comparison		
MiraCosta CC		No comparison		
Oceanside USD		No comparison		
Poway USD		Food and Nutrition Assistant III	\$ 13.85	\$ 16.88
Ramona Unified	16	Food Service Cook	\$ 13.26	\$ 16.96
San Marcos USD		No comparison		
Sweetwater Union HS	42	Nutrition Services Assistant II	\$ 15.61	\$ 19.21
Vista Unified		No comparison		
Average			\$ 13.85	\$ 17.55
SDUHSD	33	Nutrition Services Production Assistant	\$ 15.68	\$ 20.00

Sources of Information

Rick Mariam, Director of Nutrition Services
 Joint Powers Authority, San Diego County Office of Education
 San Diego County School Districts' Job Descriptions

Recommendation

- 1) It is recommended the Nutrition Services Production Assistant class description be revised as proposed.
- 2) There is no recommended change to the salary allocation of this classification.

Vote by Committee Members:

Vote	Member	Vote	Member
No	Carmen Blum, CSEA	Absent	Dan Love, Admin
Yes	Matt Colwell, CSEA	Yes	Rick Mariam, Admin
Yes	Debbie Johnson, CSEA	Absent	Tina Peterson, Admin

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NUTRITION SERVICES PRODUCTION ASSISTANT

OVERALL JOB PURPOSE STATEMENT

Under the direction of an assigned supervisor, the job of a Nutrition Services Production Assistant ~~done for the purposes of~~ is performing a full range of tasks in the preparation, cooking, baking and packaging of food in a high school or middle school kitchen or food service area; assisting or substituting as assigned in the absence of the supervisor.

DISTINGUISHING CHARACTERISTICS

Positions in the nutritional services series prepare, assemble, transport and serve food in compliance with current health standards for meeting mandated nutritional standards and meeting projected meal requirements with a minimum of waste. They verify quantities and specifications of orders, prepare documentation of items prepared and sold and provide information and direction to customers about the type and cost of meals.

The Nutritional Services Production Assistant class is the most experienced level in the series, performing responsible and complex food service duties such as preparing, cooking from scratch using raw ingredients, baking, and packaging food, coordinating and overseeing assigned areas, assisting in record-keeping and occasionally assisting or substituting for a supervisor as necessary.

ESSENTIAL FUNCTIONS

- Determines food preparation amounts while maintaining a daily preparation list with production and inventory levels . Completes production worksheets for the purpose of meeting projected menu requirements and minimizing waste.
- Retrieves ingredients from storage areas (refrigerator, freezer, and pantry) and transports to food preparation areas for the purpose of preparing a variety of food items.
- Cooks/bakes/prepares a wide variety of food items in large quantities from standardized recipes for the purpose of meeting nutritional requirements and implementing planned menus.
- Sets-up work and food serving areas for the purpose of meeting standards for efficient and effective food assembly and serving of food items, ensuring adequate quantity and quality of items to be served at scheduled meal times.
- Assembles and serves food and beverage items for the purpose of meeting mandated nutritional requirements and projected meal requirements and/or requests of students and school personnel.
- Responds to inquiries of students, staff and the public for the purpose of providing information and/or direction regarding the type and/or cost of meals, marketing items to increase sales and to present a pleasant atmosphere for eating.
- Operates a point of sale terminal in accordance with established procedures (e.g. setup, maintenance, etc.) for the purpose of selling food items and accounting for monies received from, and change made for, customers.

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- Stores unused food items in accordance with health and sanitation standards for the purpose of maintaining items for future use.
- Cleans utensils, equipment and the storage, food preparation and serving areas throughout the day and performs targeted deep cleaning of kitchen and equipment at specified times during the year for the purpose of maintaining sanitary conditions in compliance with current health standards.
- Maintains equipment in the storage, food preparation and serving areas (e.g. cleans, stores, organizes, etc.) for the purpose of maintaining sanitary conditions in compliance with current health standards.
- ~~Estimates food preparation amounts for the purpose of meeting projected menu requirements and minimizing waste.~~
- Assists assigned supervisor for the purpose of overseeing volunteer and student workers, requisitioning, ordering and receiving food items, counting money and preparing cash deposits, recording and totaling data details for cash reports and substituting in the supervisor's absence as needed.
- ~~Cleans utensils, equipment and the storage, food preparation and serving areas for the purpose of maintaining sanitary conditions in compliance with current health standards.~~
- ~~Estimates food preparation amounts for the purpose of meeting projected meal requirements and minimizing waste.~~
- ~~Sets up work and food serving areas for the purpose of meeting standards for efficient and effective food assembly and serving of food items, ensuring adequate quantity and quality of items to be served at scheduled meal times.~~
- ~~Responds to inquiries of students, staff and the public for the purpose of providing information and/or direction regarding the type and/or cost of meals, marketing items to increase sales and to present a pleasant atmosphere for eating.~~
- Stocks food, condiments, beverages and supplies for the purpose of maintaining adequate quantities and security of items.
- Inspects ~~one or more items of~~ food and/or supplies and rotates as necessary for the purpose of verifying quantity and specifications of orders, minimizing waste, and/or complying with mandated health requirements.
- ~~Operates a point of sale terminal in accordance with established procedures (e.g. setup, maintenance, etc.) for the purpose of selling food items and accounting for monies received from, and change made for, customers.~~
- ~~Assembles and serves food and beverage items for the purpose of meeting mandated nutritional requirements and projected meal requirements and/or requests of students and school personnel.~~

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- ~~Stores unused food items in accordance with health and sanitation standards for the purpose of maintaining items for future use.~~
- ~~Maintains equipment in the storage, food preparation and serving areas (e.g. cleans, stores, organizes, etc.) for the purpose of maintaining sanitary conditions in compliance with current health standards.~~
- ~~Stocks food, condiments, beverages and supplies for the purpose of maintaining adequate quantities and security of items.~~
- Assists other personnel as may be required for the purpose of supporting them in the completion of their work activities.
- Attends meetings (e.g. in-service training, etc.) for the purpose of receiving and/or conveying information.
- Assists in the performance of other job-related duties as assigned.

JOB REQUIREMENTS: MINIMUM QUALIFICATIONS

~~SKILLS, KNOWLEDGE AND ABILITIES~~

KNOWLEDGE, SKILLS AND ABILITIES

SKILLS

~~Perform multiple, non-technical tasks with a potential need to upgrade skills in order to meet changing job conditions. Adhering to safety practices pertaining to equipment used in quantity food production. Preparing and maintaining accurate records.~~

KNOWLEDGE

Knowledge is required to perform basic math, including calculations using fractions, percents, and/or ratios. Read a variety of manuals. Understand written procedures. Write documents following prescribed formats, and/or present information to others; speak clearly; and understand complex, multi-step written and oral instructions. Health standards and hazards related to cooking and storing food. Quantity cooking and safety practices and procedures. Standard kitchen equipment, utensils and measurements.

SKILLS are required to perform multiple, non-technical tasks with a potential need to upgrade skills in order to meet changing job conditions. Adhering to safety practices pertaining to equipment used in quantity food production. Preparing and maintaining accurate records.

ABILITIES ABILITY is required to schedule activities, meetings, and/or events. Gather and/or collate data. ~~Consider a number of factors when using equipment.~~ Work with a diversity of individuals and/or groups. Work with specific, job-related data. Understand and follow oral and written directions. Interpret and apply rules, regulations, policies and procedures. Establish and maintain cooperative and

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effective working relationships with others. Meet deadlines and schedules. Utilize a variety of job-related equipment in a safe manner following proper guidelines. Assemble, cook, serve and sell a variety of food items in large quantities in a sanitary kitchen and/or food service area. Operate a point of sale terminal and compute daily cash totals. Make change and arithmetic calculations quickly and accurately. In working with others, problem solving is required to identify issues and create action plans. Problem solving with data may require independent interpretation. Problem solving with equipment is moderate. Flexibility is required to work with others in a wide variety of circumstances. Work with data utilizing specific, defined processes.

PROBLEM SOLVING

~~In working with others, problem solving is required to identify issues and create action plans. Problem solving with data may require independent interpretation. Problem solving with equipment is moderate.~~

FLEXIBILITY

~~Work with others in a variety of circumstances. Work with data utilizing specific, defined processes. Operate equipment using standardized methods.~~

RESPONSIBILITY

Responsibilities include: working under direct supervision using standardized -procedures; leading, guiding, and/or coordinating others; and operating within a defined budget. Utilization of some resources from other work units is often required to perform the job's functions. There is a continual opportunity to impact the ~~Θ~~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)

<u>Seldom</u>	<u>Climbing, balancing, stooping, kneeling, crouching, and/or crawling; lifting up to 40 lbs. at shoulder, and over shoulder/overhead</u>
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<u>Occasionally</u>	<u>Lifting up to 40 lbs. at knee and waist; carrying items weighing up to 40 lbs. up to 10 feet; pushing/pulling carts weighing up to 50 lbs.; fingering/fine manipulation, reach at shoulder</u>
<u>Occasionally/Frequently</u>	<u>Handling/simple grasping;</u>
<u>Frequently</u>	<u>Standing, walking</u>

AUDITORY OR VISUAL REQUIREMENTS

Auditory ability to respond to safety buzzers, communicate with coworkers and staff. Vision ability to see near, distant, color, depth and peripherally.

ENVIRONMENTAL CONDITIONS

Work with hazardous equipment/machinery, tolerate exposure to extreme temperatures; work at heights.

The usual and customary methods of performing the job's functions requires the following physical demands: significant lifting, carrying, pushing, and/or pulling; some climbing and balancing; some stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 2% sitting, 23% walking and 75% standing. This job requires the ability to lift objects weighing up to 50 lbs. The job is performed under some temperature extremes, some hazardous conditions, and in a clean atmosphere.

EXPERIENCE

Any combination equivalent to three years increasingly responsible experience preparing or assisting in the preparation of foods in large quantities and/or college-level course work in nutrition, food preparation, quantity cooking and food service sanitation methods (on the basis of 24 semester or 30 quarter units for each year of experience not to exceed 48 semester or 60 quarter units.)

EDUCATION

High School diploma or equivalent.

REQUIRED TESTING

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

CERTIFICATES

State of California Food Handler's Certificate; Serve/Save Certification (or other state certification deemed equivalent by the district) must be submitted at time of application. ~~within 6 months of employment.~~

Serve/Save 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).

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CONTINUING EDUCATION/TRAINING

~~None specified. Participation in ongoing job-related training as assigned.~~

CERTIFICATES

~~State of California Food Handler's Certificate; Serve/Safe Certification within 6 months of employment.~~

CLEARANCES

~~Criminal Justice Fingerprint/Background Clearance; TB Clearance every 4 years; pre-employment physical exam including drug screen.~~

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.

SAN DIEGUITO UNION HIGH SCHOOL DISTRICT

VACANT POSITIONS 12/10/15

Classified Personnel

11 current/pending vacancies in 9 different job classifications

SITE	SLOT	JOB TITLE	Hrs/Wk	FTE	STATUS
LCC	AA086	Registrar	40	1.00	Selection 12/11/15
DO	AA007	Accounting Technician	40	1.00	Selection 1/08/16
TP	AA110	Secretary	40	1.00	Selection January 2016
FAC CON	AJ961	Secretary	12	0.30	Selection January 2016
PT Café	AK085	Nutrition Services Supervisor	27.5	0.69	Selection January 2016
CCA Café	AA243	Nutrition Services Production Assistant	40	1.00	Selection January 2016
CCA	AI616	Instructional Assisant SpEd (Non-Severe)	19.5	0.49	Selection 12/17/15
TRANS	AA506	School Bus Driver	20	0.50	Continuous recruitment
CV	AH436	Instructional Assistant SpEd (Non-Severe)	30	0.75	Selection 12/17/15
TP	AA343	Health Technician	40	1.00	Selection 12/15/15
EW	AA177	School Plant Supervisor-Middle School	40	1.00	Selection 1/08/16

PERSONNEL LIST

CLASSIFIED PERSONNEL

Employment

1. **Bravo-Saltzman, Marielle**, Secretary, SR36, 100.00% FTE, Canyon Crest Academy, effective 10/29/15.
2. **Marquardt, Tara**, Instructional Assistant-SpEd(NS), SR34, 75.00% FTE, Torrey Pines High School, effective 10/22/15.
3. **Morales, Laura**, Instructional Assistant-SpEd(NS), SR34, 48.75% FTE, La Costa Canyon High School, effective 11/02/15.
4. **Reyes, Ramon**, Custodian, SR32, 100.00% FTE, Oak Crest Middle School, effective 11/02/15.
5. **Terry, Patricia**, Instructional Assistant-SpEd(NS), SR34, 48.75% FTE, Torrey Pines High School, effective 10/12/15.
6. **Varela-Fusco, Vanessa**, Instructional Assistant-SpEd(SH), SR36, 75.00% FTE, Earl Warren Middle School-ATP, effective 10/12/15.

Change in Assignment

1. **Balderas, Marlene**, from Nutrition Services Assistant I, SR25, 43.75% FTE, La Costa Canyon High School to 25.00% FTE, San Dieguito HS Academy and School Bus Attendant, SR29, 50.00% FTE, Transportation Department, effective 11/02/15.
2. **Becker, Deanna**, from Instructional Assistant-SpEd(NS), SR34, 75.00% FTE, Diegueno Middle School, to Instructional Assistant-SpEd(BI), SR36, 75.00% FTE, effective 10/27/15.
3. **Clark, Rochelle**, from Instructional Assistant-SpEd(NS), SR34, 75.00% FTE, Diegueno Middle School, to Instructional Assistant-SpEd(BI), SR36, 75.00% FTE, effective 10/27/15.
4. **Courtney, Mary**, from Instruction Assistant-SpEd(NS), SR34, 37.50% FTE, La Costa Canyon High School to 75.00% FTE, effective 10/12/15.
5. **Hernandez, Laura**, from Health Technician, SR35, 100.00% FTE, La Costa Canyon High School to Administrative Secretary, SR40, 100.00% FTE, Facilities Department, effective 10/28/15.
6. **Martinez, Kristina**, from Health Technician, SR35, 100.00% FTE, San Dieguito HS Academy to Administrative Secretary, SR40, 100.00% FTE, effective 10/19/15.
7. **Moroney, Caroline**, from Receptionist, SR32, 100.00% FTE, Canyon Crest Academy to Administrative Secretary, SR40, 100.00% FTE, effective 10/19/15.

Dismissal of Probationary Employee

1. **Employee Number 601-935**, Nutrition Services Assistant III, SR29, 48.75% FTE, Canyon Crest Academy, effective 10/06/15.

Leave of Absence

Resignation

1. **Adams, Dietrick**, Nutrition Services Assistant I, SR25, 31.25% FTE, La Costa Canyon High School, resignation effective 10/30/15.
2. **Kashirad, Parmiss**, Accounting Technician, SR42, 100.00% FTE, District Office-Finance Department, resignation effective 11/12/15.
3. **Olszewski, Carolyn**, Registrar, SR40, 100.00% FTE, La Costa Canyon High School, resignation for the purpose of retirement effective 12/30/15.
4. **Perlman, Siri**, Nutrition Specialist Supervisor, Supervisory SR6,4, 100.00% FTE, Nutrition Department, resignation effective 10/30/15.
5. **Webb, Robert**, Custodian, SR32, 100.00% FTE, Canyon Crest Academy, resignation effective 11/30/15.