

**Notice of Public Meeting
February 4, 2014
8:30 a.m.
HR Conference Rm.
District Office**

AGENDA

I. WRITTEN AND ORAL COMMUNICATION

- A. Commissioners
 - 1. Approval of Minutes – January 10, 2014
- B. Administration
- C. Employees
- D. Citizens

II. ACTION ITEMS

- A. Review and Adopt Revisions to Personnel Commission – *Merit System: Rules and Regulations of the Classified Service – 3rd draft*
- B. Approval of Job Descriptions
 - 1. Food Service Assistant I, *Original and Draft*
 - 2. Food Service Assistant II, *Original and Draft*
 - 3. Satellite Kitchen Operator I, *Original and Draft*

III. MEETING SCHEDULE

IV. ADJOURNMENT

REASONABLE ACCOMMODATION FOR ANY INDIVIDUAL WITH A DISABILITY

Any individual with a disability who requires accommodation to participate in a Personnel Commission meeting may request assistance by contacting Dr. Brett Geithman, Executive Director of Human Resources, 325 S. Peck Ave. Manhattan Beach, CA 90266, Phone (310) 318-7345, Ext. 5915 OR Fax (310) 303-3824.

Manhattan Beach Unified School District
PERSONNEL COMMISSION MINUTES

January 10, 2014

The meeting was called to order at 8:33a.m.

Attendees:

Commissioners: Vida Holguin, Cynthia Strand and Charley Southey

Absent: None

District Staff: Dr. Brett Geithman, Executive Director, Human Resources,
Monica Ford, HR Technician, Anna Frankel, HR Technician

CSEA Representatives: Alice Wise and Rod Jorgensen

I. WRITTEN AND ORAL COMMUNICATION

A. Commissioners:

1. Vida is resigning her term as Commissioner as soon as another one is elected

B. Administration:

1. Pending employee discipline packets may be provided to the commissioners after January 15, 2014's School Board Meeting.

C. Employees:

1. None

D. Citizens:

1. None

II. ACTION ITEMS

A. Approval of Eligibility List:

- Student Attendance Clerk
 1. Anna Frankel reported that one eligible requested removal from the Eligibility list. Rod Jorgensen and Alice Wise recommended the list be approved with the two eligible remaining. Mr. Southey motioned to approve, seconded by Ms. Strand and unanimously approved by the Commissioners.
- Office Specialist/ *Corrected*
 2. Ms. Strand motioned to approve, seconded by Ms. Holguin and unanimously approved by the Commissioners.
- EDP/Preschool Teacher
 3. Ms. Holguin motioned to approve, seconded by Ms. Strand and unanimously approved by the Commissioners.

B. Approval of Minutes of November 22, 2013

1. Ms. Strand motioned to approve, seconded by Ms. Holguin and unanimously approved by the Commissioners.

C. Review *Merit System : Rules and Regulations of the Classified Service- 3rd Draft*

1. Discussion as to appropriate language on Pg. 11, A and Pg. 12, F tabled until next meeting so that Ms. Holguin can investigate Los Angeles Unified School District's Law and Rules on Nepotism.

III. MEETING SCHEDULE

For future meetings, Ms. Holguin is available the next four Friday's in January and, Mr. Southey after 10:30am.

IV. ADJOURNMENT

The meeting was adjourned at 9:05 a.m.

Manhattan Beach Unified School District Personnel Commission Rules and Regulations

PERSONNEL COMMISSION – MERIT SYSTEM RULES & REGULATIONS OF THE CLASSIFIED SERVICE

Not governed by the MBUSD/CSEA Master Agreement

Adopted September 26, 1994
Revised December 1, 1999
Working Draft February 8, 2012
Revised June, 2013

JR Revised 4.20.2000
KH Revised 3.8.02 to incorporate
Revision of 12.1.97 to make
Corrections to 4.20.00 Approved 4.22.02
[Standardize with revision dates (dates of PC approval of revisions)]

INCORPORATING SUGGESTED CHANGES FROM HOWARD FRIEDMAN, Fagen, Friedman & Fulfroost, LLP,
THAT REFLECT UPDATED ED. CODE CHANGES. 12/2011

The changes were accepted by the Personnel Commission on 2.8 2012.

**Commissioners to review the 3rd Draft at the
(June 2013) Personnel Commission Meeting**

ARTICLE I

DEFINITION OF TERMS

Rule 1.01 Words and phrases occurring in these Rules shall have the following meanings:

ACT - The Act applying the Merit System to classified employees in certain school districts. According to Sections §§45240-45318, inclusive, Title 2, Division 3, Part 25, Chapter 5.

ANNIVERSARY DATE – The first day of probationary status. Seniority, longevity and earned salary increments are determined by the anniversary date.

APPEAL – A request for review by an employee relative to an administrative decision detrimental to the employee.

APPLICANT – A person making application to the District for the purposes of taking an open or promotional examination for employment in a given classification.

APPOINTING POWER – The Board of Trustees of the Manhattan Beach Unified School District is the appointing power for assignments to positions in the classified service.

ASSIGNMENT BASIS – The portion of the year and day for which the employment is authorized for a specific position or classification.

BOARD – The Board of Trustees of the Manhattan Beach Unified School District.

BUMPING RIGHTS – The right of an employee, under certain conditions, to displace another employee with less seniority in the class.

CANDIDATE – A person who has participated or competed in one or more portions of the District's selection process.

CAUSE – Those specific activities, behaviors, or events which are listed within these Rules as being subject to disciplinary action.

CLASS – A group of positions sufficiently similar in duties and responsibilities that the same descriptive title may be assigned by the Personnel Commission to designate each position allocated to the group.

CLASSIFICATION – The action of the Personnel Commission in placing a position into a "Class".

be placed in the same rank on the eligibility list. If there are less than three (3) ranks, the Personnel Director may schedule a new examination. [Ed. Code § 45272]

EMERGENCY EMPLOYMENT – An appointment made in an emergency, not to exceed fifteen (15) working days to prevent the stoppage of public business where an eligibility list is not available. The Commission authorizes the Superintendent or designee to make such appointments, subject to ratification by the Commission.

HIRE DATE – The first day of probationary status.

LIMITED TERM EMPLOYEE – A person employed from an appropriate eligibility list for a position that is not to exceed six (6) months, or employed during the authorized absence of a permanent employee.

MERGING – The act of combining two (2) or more eligibility lists, which were established not more than a year apart, in the rank order of the scores of the eligible candidates.

MERIT SYSTEM – A system of public employment with the following characteristics: (1) hiring and promotion based on objectively tested fitness and (2) protection against discipline and dismissal for reasons other than performance or morality.

OPEN EXAMINATION – A competitive examination which is open to all persons, including District employees, who meet the specified qualifications and comply with the application procedures established by the Commission.

PART-TIME EMPLOYEE – A position in which assigned time, when computed on an hourly, daily, weekly, or monthly basis, is less than 87.5 percent of the normally assigned time of the majority of the employees in the classified service.[Ed. Code §45256(e)]

PERSONNEL DIRECTOR - As used in these Rules and Regulations, the term refers to the person appointed by the Personnel Commission to act as its designated representative in administering the Merit System under the provisions of law and the Rules and Regulations established by the Personnel Commission.

PERMANENT EMPLOYEE – An employee who is lawfully retained in a position after completion of an initial probationary period of six (6) months or one hundred thirty (130) working days of paid regular service, whichever is longer.

POSITION – Any job in the classified service as defined in the Act.

PROBATIONARY EMPLOYEE – An employee in regular service (i.e., not temporary, substitute, limited term, provisional) who has not completed the probationary period.

- A. Adopt the necessary Rules and Regulations for the administration of a Merit System for the District consistent with the California Education Code. The Commission's Rules shall be printed and made available or electronically transmitted to each school, office, and permanent worksite where employees report, and shall be distributed to school libraries for loan to employees. [Ed. Code § 45262(a)]
- B. Establish general policy and maintain general supervision over the administration of the Merit System.
- C. Promote public understanding of the Merit System.
- D. Provide for the hearing of appeals from suspensions, demotions, and dismissals.
- E. Review personnel operations and take any action necessary to enforce the provisions of these Rules and Regulations, and applicable laws.

Rule 2.02 Election of a Chairperson – The Commission shall elect one of its members as Chairperson. The election will take place at the last regularly scheduled meeting of the school year, for the following year. In the absence of the Chairperson at a meeting, the most senior member will assume the role.

Rule 2.03 Quorum and Majority – Two (2) members shall constitute a quorum for any regular or special meeting of the Commission and the affirmative vote of two (2) members shall be required to make any motion of the Commission effective.

Rule 2.04 Regular and Special Meetings -- Meetings shall be held at times and places determined by the Commission. Special meetings may be called by the Chairperson or upon the written request of two (2) members of the Commission. Notice shall be given to the members at least one (1) day prior to the date of such meetings.

Rule 2.04.1 Public Meetings -- All regular and special meetings of the Commission shall be open to the public, except as provided for in the California Education Code, Government Code or any other statute.

Rule 2.04.2 Agenda and Supporting Data – Commission agendas and meetings will be posted/conducted consistent with provisions of California's public meeting law, and the Brown Act (Govt. Code §54950, et seq.). Insofar as possible, at least seventy-two (72) hours prior to every regular or special Commission meeting, the agenda shall be provided to the designated representatives of all employee organizations representing classified employees, the Commission members, and the Superintendent of Schools. The agenda(s) will be available online as well as distributed to each school/work site for posting, and upon request to the news media.

Rule 3.02 Job Classification – A job classification is defined as a job title which has a negotiated range of pay.

Rule 3.03 Job Description – For each job classification, a job description shall be approved by the Board and maintained in the administrative offices of the District. The job descriptions shall contain the following information:

- A. A title which is descriptive of the work functions described.
- B. A qualifying duties section in which the qualifying work functions of the classification shall be outlined. The tasks shall be described in a manner which makes it possible to distinguish the duties from those which are described in any other job description. Non-qualifying duties shall be identified by using such phrases as, "in connection with" or "may perform" the following duties.
- C. A qualifications section which indicates the minimum qualifications for determining the eligibility of employees and other individuals who apply to take examinations for particular classifications. The information to be included in this/her section may cover education, experience, knowledge, skill, abilities, and personal characteristics needed to perform the duties of the classification.

Rule 3.04 Interpretation of Job Description – Job descriptions shall be interpreted in accordance with the following provisions:

- A. Each job description shall be interpreted in its entirety as a composite picture of the job requirements.
- B. An employee should be able to perform most of the work operations described in a job description in order to be eligible for the classification. his/her.
- C. To be entitled to a job classification, an employee must spend at least thirty-three and one-third percent (33 1/3%) of the time performing work operations which are representative of the requirements of the job description for the classification. An employee shall not be eligible for classification by reason of performing isolated or singular duties that are incidental to his/her job, but which are described in another job description.
- D. It is expected that employees normally perform some of the work of higher rated job classifications (in order to qualify for advancement and for purposes of training and cross-training), and some of the work described in lower rated job classifications, when required.

- B. Data concerning conditions of employment such as salary or other compensation, location of employment and expected number of vacancies;
- C. A summary of the duties and responsibilities of the position which are contained in the classification job description;
- D. The minimum desirable or required qualifications for the classification;
- E. The standards of proficiency and the relative weights for each portion of the examination; and
- F. Such other information as will assist the public in understanding fully the nature of the employment and the procedure necessary to participate in the examination.

Rule 5.04 Advertisement for Examination Applicants – Written notices concerning tests, vacancies, transfer opportunities and other selection of shifts, positions, assignments, classifications, or locations shall be posted at all work locations of employees who may be affected, not later than fifteen (15) working days prior to the closing date of filing appropriate applications, together with the normal use of newspaper and bulletins for public notice for open or promotional vacancies. If the subject of those notices affects a probationary or permanent classified employee who will not be reporting at his/her or her work location during periods when that employee is not normally required to work, and other paid or unpaid leaves of absence, and who has previously requested notification, those notices shall be mailed to the employee. The Personnel Director may publish and distribute the information by electronic means. [Ed. Code § 45278]

Rule 5.05 Location of Examinations – Examinations shall be held at locations designated by the Personnel Director.

Rule 5.06 Who May Compete – Examinations for position openings in the classified service shall be open to all applicants who meet the minimum qualifications of education, experience, and training, as well as the preliminary requirements provided by the Act and these rules.

While it is the policy of the MBUSD and Commission to base personnel decisions such as hiring, promoting, and transferring on merit and qualifications, employment under any of the following circumstances is believed to have the actual or apparent potential of creating either personal or business conflicts of interest and is prohibited:

- A. When there is a supervisory/subordinate relationship between relatives,(INSERT TERM HERE, i.e. people who have relationships?)

examinee. Examiners and Proctors are forbidden to explain the meaning of, or to make remarks relating to any question that may assist in its solution.

- D. Communication between examinees during an examination is strictly forbidden, and examinees are forbidden to receive aid from one another or to use unauthorized help in any form. Before the commencement of an examination, examinees will be required to hand to the examiner any printed or written material in their possession that might serve to aid them in the examination. Evidence of copying or collusion by an examinee will automatically result in the cancellation of his/her examination papers and the permanent debarment of the examinee from such future examination(s). Copies of the questions in the examination shall not be made or taken from the examination room.
- E. Where written examinations are required, they shall be so managed that none of the examination papers will disclose the name of any competitor until all examination papers of all the competitors in a given examination have been marked and rated.

Rule 5.11 Rating of Examinations – All examination papers shall be marked and rated under the direction of the Personnel Director, unless rated by a contracting agency.

Rule 5.12 Notice of Result of Examination – As soon as practicable after the rating of an examination has been completed and the eligibility list established, each competitor shall be notified, in writing, of the result of his/her examination.

Rule 5.13 Appeal for Review of Written Examination – Any examinee may appeal to the Personnel Director for a review of his/her examination papers, presenting his/her reasons, in writing, therefore within ten (10) working days after the establishment of the eligibility list. The appeal must be specific and must state where errors have occurred and the adjustment to which the examinee believes he is entitled. If the appeal is found to be justified, a review shall be granted and the ratings of the competitor changed in accordance with the findings. If such review by the Personnel Director discloses errors affecting the examination papers of other examinees, then all the examination papers shall be reviewed in like manner. All action taken on appeals shall be presented to the Commission for ratification. No change in an eligibility list shall necessarily invalidate any appointment which was valid when made.

Rule 5.14 Inspection of Examination Papers – All examination papers prepared by examinees are the property of the Commission and are confidential records to the extent permitted by law. Examinees may be permitted to review their own examination papers, when available, in the presence of the Personnel Director or a designated representative.

- A. Lack of any of the minimum requirements for applicants.
- B. False statement of material facts in the application.
- C. Failure to submit application correctly or by the stated closing date.
- D. Addiction to the use of narcotics or alcohol, or the habitual use of intoxicants of any kind to excess.
- E. Conviction of a felony or any other crime that adversely reflects on the ability to perform job duties, or involves moral turpitude.
- F. Previous dismissal from any public or private employer for delinquency, misconduct, or similar cause.
- G. Attempted use of political pressure or bribery to secure advantage in the examination.
- H. Obtaining information regarding the examination to which the applicant is not entitled.
- I. Add Nepotism Rule

Rule 6.04 Disqualified Applicant -- A disqualified applicant shall be notified of disqualification within a reasonable period of time, or at the expiration of the eligibility list.

ARTICLE VII

ELIGIBILITY

Rule 7.01 Eligibility List – An eligibility list is a listing of individuals who are eligible for certification and appointment to a particular classification.
[§45272]

Rule 7.02 Promotional Eligibility List – A listing of employees who are eligible for promotion to a particular classification. Employees who terminate their employment, except by layoff for lack of work or lack of funds, shall have their names stricken from promotional eligibility lists effective with the termination date.

Rule 7.03 Eligible Candidates – Eligible candidates are those individuals who have qualified for certification in a particular classification based upon satisfactory completion of a competitive examination.

accept the conditions as specified. The names shall be provided from the proper list in the following order of precedence and each list shall be exhausted before obtaining names from the new lower list:

- A. Reemployment List – When a reemployment list exists, the name of the eligible candidate ranking highest on the list shall be provided and he/she shall be appointed.
- B. Promotional List – When a promotional list exists, the names of the eligible candidates in the first three (3) ranks shall be provided and one (1) of them shall be appointed.
- C. Open Competitive List – When a list is developed from open competitive examination, the names of the eligible candidates in the first three (3) ranks shall be provided and one (1) of them shall be appointed.

Rule 8.04 Provisional Appointments – Full Time -- When no eligibility list exists for a position in the classified service, an employee may receive provisional appointments which may accumulate to a total of 90 working days. A 90-calendar day interval shall then elapse during which the person will be ineligible to serve in any full-time provisional capacity. No person shall be employed as a provisional employee for a total of more than 126 working days in any given fiscal year except as permitted by the Education Code.

Rule 8.05 (RESERVED)

Rule 8.06 Terminating Assignments of Provisional Employees – The services of provisional appointees who fail to establish a status for a position in their class after having taken an examination for such a position, shall be terminated within fifteen (15) calendar days after the date on which an eligibility list has been established for such a position, provided this/her fifteen (15) calendar day period does not extend beyond their ninety (90) working day provisional assignment.

Rule 8.07 Subjects Regarding Which No Questions Shall Be Asked – No questions relating to political or religious opinions or affiliations, or relating to race, religion, color, national origin, ancestry, physical disability, mental disability, medical condition, marital status, sex, age, or sexual orientation, shall be asked of any applicant or candidate whose name has been certified for appointment, nor shall any discrimination occur based thereon. MS. HOLGUIN Write a new sentence here... the ability of an applicant to perform job-related functions and there may be a response to an applicant's request for reasonable accommodation.

[Ed. Code § 45293; Govt. Code § 12940(a)]

Rule 8.08 Physical and Psychological Examinations – Before the appointment of a new classified employee, the Superintendent may require physical and psychological examinations. All classified employees shall be examined for tuberculosis in accordance with Education Code provisions. When a medical examination is required,

- A. Have a satisfactory record of performance in his/her/her present position.
- B. Submit his/her/her written resignation to the Superintendent. He/she should give at least two (2) weeks' notice of his/her/her intention to resign, unless his/her/her supervisor consents to an earlier effective date. Failure to give the recommended two (2) weeks' notice may disqualify an employee's resignation from being considered as having been made in good standing.

Rule 13.02 Resignation during Probationary Period – A person who resigns in good standing during his/her/her probationary term and whose performance is deemed satisfactory may, at his/her request, return to his/her/her original place on the eligibility list at the discretion of the Commission.

Rule 13.03 Appointment after Resignation – A former permanent classified employee may be placed on a reemployment list without examination if all of the following conditions are met:

- A. The employee resigned in good standing; and
- B. The Superintendent approves the written request of the former employee; and
- C. The position applied for is in his/her/her former classification as a permanent or limited-term employee, or as a permanent or limited-term employee in a related lower class or in a lower class in which the employee formerly had permanent status; and
- D. The appointment of the former employee will be placed on the reemployment list after all names of laid off employees on the list are exhausted. The order on the list of former employees who resigned will be by date of request to be placed on the list. If the former employee is re-appointed within the thirty-nine-(39)month term as designated by the Education Code, his/her/her break in service shall be disregarded and his/her/her rights, benefits, and burdens as a permanent employee shall be restored.

ARTICLE XIV

LAYOFF AND REEMPLOYMENT

Management, supervisory and confidential employees with prior classified service may have bumping rights back into previously held classified positions. Where previously held positions are in the CSEA bargaining unit, the bumping rights and reemployment of

- B. Persons laid off will be placed on a reemployment list and be eligible for reemployment for a period of thirty-nine (39) months, and shall be reemployed in reverse order of layoff in preference to new applicants/eligibility lists. They shall also have the right to participate in promotional examinations during the period of thirty-nine (39) months. Upon reemployment, the layoff absence shall not be regarded as a break in service.
- C. Employees who take voluntary demotions or reductions in assigned time in lieu of layoff or to remain in their present positions rather than be reclassified or reassigned, shall be granted the same rights as persons laid off and shall be eligible to be considered for reemployment for an additional twenty-four (24) months, subject to the same tests for fitness under which they qualified for appointment to the class.
- 1) An employee who receives such notice of reemployment and refuses to accept in writing the offer of reemployment in the classification held at the time of layoff, within ten (10) work days, shall be deemed to have rejected that offer of reemployment. Failure to reply within ten (10) work days will be considered a refusal. After an employee has declined two (2) such offers in the classification held at the time of layoff, he/she by such action relinquishes all employment restoration rights with the District.
 - 2) If the employee in a layoff status accepts the classification being offered, the employee shall have up to ten (10) work days from the date of acceptance to report for work. This/her does not preclude an employee from returning to work in fewer than ten (10) work days after acceptance of such an offer. Should the employee fail to return to work within ten (10) work days following acceptance, all reemployment rights are relinquished.

ARTICLE XV

SUSPENSIONS, DEMOTIONS, AND DISMISSALS

Rule 15.01 Power to Suspend, Demote or Dismiss – Suspensions, demotions, or dismissals of classified employees may be made only by the Board on the recommendation of the Superintendent.

Rule 15.04.03 – Within fourteen (14) working days after such charges are filed, the subject employee may appeal by filing with the Commission a written answer to the charges.

Rule 15.05 Grounds for Appeal – Appeal can be made only on one (1) or more of the following grounds:

- A. That the procedure set forth in these rules has not been followed.
- B. That the removal was made unlawfully because of race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, marital status, sex, age, or sexual orientation.
[Govt. Code § 12940; Ed. Code § 45293]
- C. That the charges made do not constitute sufficient cause for the actions taken.
- D. That the action taken was not in accordance with the facts.
- E. That there has been an abuse of discretion.

Rule 15.06 Investigation on Appeal – The Commission shall investigate the matter on appeal. It may require further evidence from either party. Upon request of the appealing employee, the Commission shall order a hearing, which will be held within a reasonable length of time from the receipt of the appeal. The investigation and the hearing, if any, shall be confined to the truth or falsity of the written charges and the written answer.

Rule 15.07 Conduct of Hearing – If a hearing is so ordered, it will be closed to the general public. The representative of the Board shall first present evidence in support of the charges. The appealing employee, who may be represented by counsel, shall have the right to present his/her evidence. Witnesses desired by either side shall be subject to subpoena issued by the Commission, but requests for subpoenas must be filed with the Commission at least five (5) working days prior to the date of hearing.

Testimony of all witnesses shall be presented at the hearing. If in the opinion of the Commission or other trier of fact, a witness has good and sufficient reason for being unable to be present, written testimony will be accepted under the following conditions:

- A. Such evidence must be submitted by sworn declaration of the witness. The declaration shall be confined to a statement of facts bearing on the case and within the personal knowledge of the witness, and shall not contain any conclusions of the witness.

Rule 15.11 Dismissed Employee Not Eligible – Any classified employee dismissed from employment shall be removed from all eligibility lists and may not take examinations thereafter, without specific consent of the Board.

Rule 15.12 Reinstatement of Employees – If the Commission grants the appeal of the employee, in part or in whole, it may order paid all or part of his/her full compensation from the time of suspension, demotion, or dismissal, and may order a lesser form of discipline or order his/her reinstatement. Upon notification of the Commission's decision, the Board shall take such action as is necessary to implement the Commission's decision.

00145.00004/296654.1

3rd Draft

MANHATTAN BEACH UNIFIED SCHOOL DISTRICT

FOOD SERVICE ASSISTANT I

ORIGINAL

DEFINITION

Under supervision, to perform routine food preparation and serving tasks in a school cafeteria and/or central kitchen; to cashier; and to perform related work as required.

EXAMPLE OF DUTIES*

The tasks listed in this section are representative of duties assigned to positions in this class. This list is not intended to be an exhaustive list of all of the tasks assigned to positions in the class, and it is not expected that all of the tasks listed are necessarily assigned to all positions in the class.

- Punch tickets and collect cash, record cash sales, make change, and sell food and beverage items. E
- Count lunch tickets to determine lunches sold, count lunch money, and prepare deposit slip and bank summary sheet. Put in bag and deliver to office. E
- Wash, clean, cut, slice, and chop fruits and vegetables; assemble, portion, and wrap food; pan food.
- Set up for lunch; open cans, carry food and items back and forth from storage areas and kitchen. E
- Set up food trays. E
- Verify food tray for food items. E
- Wash pots and pans and assist in cleaning kitchen. E
- Communicate with manager regarding supplies and problems.
- Operate fryers, ovens, barbecues, slicers, and other equipment used in food preparation.
- Perform related work as assigned. E

* **Tasks statements coded with the letter "E" are essential elements of positions in this class pursuant to the Americans with Disabilities Act, 1990.**

TRAINING AND EXPERIENCE

Any combination of training, education and experience which demonstrates possession of the knowledges and abilities stated above, and the ability to perform the duties of the position. A typical qualifying entrance background is experience in food preparation and serving or cashiering.

QUALIFICATIONS

Knowledge of:	Ability to:
<ul style="list-style-type: none">• English usage;• Basic sanitation and personal hygiene;• Basic arithmetic;• Appropriate safety precautions and procedures.	<ul style="list-style-type: none">• Learn to operate basic machines found in a school cafeteria;• Add, subtract, and make change rapidly;• Understand and carry out oral and written instructions;• Establish and maintain effective relationships with those contacted in the course of work.

PHYSICAL ABILITIES AND WORKING CONDITIONS OF CONTINUED EMPLOYMENT

The Physical Abilities and Other Conditions of Continued Employment and the Associated Tasks listed in this section are representative of, but are not intended to provide an exhaustive list of Physical Abilities and Other Conditions of Continued Employment and Associated Tasks which may be required of positions in this class. Manhattan Beach Unified School District encourages persons with disabilities who are interested in employment in this class and need reasonable accommodation of those disabilities to contact the Personnel Department for further information.

PHYSICAL DEMANDS	ASSOCIATED TASKS
<p>Vision: (which may be corrected)</p> <p>Read normal print</p>	<p>To perform tasks such as to:</p> <p>Keep daily log sheet</p>
<p>Speech:</p> <p>Speak with a level of proficiency and volume to be understood in face-to-face public contacts</p>	<p>To perform tasks such as to:</p> <p>Make food sales to students</p>
<p>Upper Body Mobility:</p> <p>Use hands and fingers to feel, grasp, and manipulate small objects, manipulate fingers, twist and bend hands at wrist and elbow</p> <p>Extend arms to reach outward and upward</p> <p>Use hands and arms to lift objects</p>	<p>To perform tasks such as to:</p> <p>Make change and keep daily log sheet</p> <p>Store food</p> <p>Carry food back and forth from kitchen</p>
<p>Lower Body Mobility:</p> <p>Walk on even surfaces</p> <p>Bend at waist and stoop</p> <p>Stand for long periods of 3 hours</p>	<p>To perform tasks such as to:</p> <p>Work in kitchen and lunch areas</p> <p>Put food away</p> <p>Prepare and serve food</p>
<p>Strength:</p> <p>To lift, push, pull, and/or carry, on a frequent basis, objects which weigh as much as 30 pounds</p>	<p>To perform tasks such as to:</p> <p>Wash pots and carry food</p>
<p>Environmental Requirements:</p> <p>Exposure to harsh chemicals/toxic conditions</p> <p>Work cooperatively with others</p> <p>Work inside</p>	<p>To perform tasks such as to:</p> <p>Sanitize and clean kitchen areas and equipment</p> <p>Coordinate food preparation</p> <p>Work in kitchen and lunch area</p>

Mental Requirement: Read, write, understand, and apply routine information Math skills at basic level Judgment Learn quickly and follow verbal procedures and standards	To perform tasks such as to: Prepare daily log sheet Make change Work around students Accomplish assigned duties according to district standards
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Other Conditions of Continued Employment:

- Speak English at a conversational level
- Comply with rules and regulations of the Classified Service and provisions of labor agreements

Adopted: 10/25/95



Manhattan Beach
Unified School District

FOOD SERVICE ASSISTANT I

Department/Division:	Food Services
Reports To:	Director of Food Services
Provides Direction To:	NA
FLSA Exemption Status:	Classified Bargaining Unit
Date Prepared:	January 13, 2014
Date Approved by Personnel Commission:	
Date Adopted by Board:	
Salary Range:	Range 6: \$11.23 to \$14.34 Hourly

MANHATTAN BEACH UNIFIED SCHOOL DISTRICT

DEFINITION

Under general supervision of the Director of Food Services and an assigned supervisor, to perform routine food preparation and serving tasks in a school cafeteria and/or central kitchen; to cashier; and to perform related work as required.

DISTINGUISHING CHARACTERISTICS

The Food Service Assistant classification performs basic and routine food service activities and cashiering duties at an assigned site. In addition to demonstrating the competencies and abilities required of the position, the Food Service Assistant I must work cooperatively and productively with a diverse population of internal and external customers.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statement of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.

- **Assist in preparation and service of all food products; prepare sandwiches, salads and sauces; assemble various ingredients as assigned; pan, wrap and reheat food items according to established procedures.**
- **Heat, portion, and serve food to students and staff according to established procedures.**
- **Perform cashiering duties; prepare and be responsible for money drawer; accept money for food and beverages sold; maintain records of meals and beverages served and monies collected using an electronic point of sale system.**
- **Accountable for assigned money drawer accuracy.**

- Clean and sanitize serving counters, tables, chairs, food containers, and other food service equipment; prepare food and beverages for sale; assist in the sale of food.
- Monitor and record food temperatures and equipment temperatures according to established procedures.
- Wash dishes, trays, plates, utensils, and other serving equipment by hand using hot water.
- Stock condiments, food items and paper goods; assist in the storage and rotation of supplies in storage areas; assist with periodic inventories as assigned.
- Operate electric slicer, mixer, and other equipment.
- Load food items on to food carts as assigned.
- Stay current on monthly training modules.
- Communicate with Director of Food Services or assigned supervisor regarding supplies and problems.
- Perform related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Basic kitchen utensils and equipment.
- Sanitation practices related to the handling and serving of food.
- Interpersonal skills using tact, patience and courtesy.
- Proper lifting techniques.
- Basic math and cashiering skills.
- Basic food preparation including washing, cutting and assembling food items and ingredients.
- Basic safety and sanitation skills, taking temperatures, labeling foods.
- Appropriate safety precautions and procedures

Ability to:

- Requires the ability to perform all essential duties of the position.
- Follow health and sanitation requirements.
- Wash, cut, slice, grate, mix and assemble food items and ingredients.
- Establish and maintain cooperative and effective working relationships with others.
- Maintain food service equipment and areas in clean and sanitary condition.
- Understand and follow oral and written directions.
- Operate a cash register or point of sale computer; and make change accurately.

EDUCATION, TRAINING, AND EXPERIENCE

Educational attainment equivalent to a high school diploma or its recognized equivalent, preferred. Any combination of training, education and experience which demonstrates possession of the knowledge and abilities stated above, and the ability to perform the duties of

the position. Some paid or volunteer experience in the serving and preparation of foods is desirable.

LICENSES; CERTIFICATES; SPECIAL REQUIREMENTS

A valid California Driver's license and proof of insurance and the ability to move to and from other work locations as assigned and as needed.

Current ServSafe Certificate or equivalent (California Retail Food Code) or show proof of said certificate within thirty (30) days of employment.

PHYSICAL AND MENTAL DEMANDS

The physical and mental demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

PHYSICAL DEMANDS

While performing the duties of this class, employees are regularly required to use hands and fingers to feel, grasp, manipulate and operate objects, equipment and tools and to reach overhead, above the shoulders and horizontally. The employee must have sufficient strength to manipulate, lift, push, pull, and/or carry on a frequent basis, objects which weigh as much as 50 pounds. The employee is regularly required to stand for extended periods of time and climb, walk on even/and or uneven surfaces, stoop, kneel, bend, twist, and crouch. The employee is regularly required to hear and speak to exchange information in a proficient manner; and taste and smell.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability it adjust focus. The employee must have hand-eye coordination.

MENTAL DEMANDS

While performing the duties of this class, incumbents are regularly required to use written and oral communication skills. The employee must be able to write, to read directions, product labels, printed material, instructions and safety information, and to observe environmental conditions; demonstrate judgment and professionalism when interacting with supervisors, co-workers, staff, students and others encountered in the course of work; learn quickly and follow verbal and written procedures and standards to accomplish assigned duties and to apply new skills; use math skills. The employee is occasionally required to deal with dissatisfied or quarrelsome individuals.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Employees regularly work in an indoor kitchen environment and/or outdoor working environment, including exposure to extreme cold or heat in the sun. Employees are regularly subject to heat from ovens; exposure to very hot foods, equipment, and metal objects; working around knives, slicers or other sharp objects; exposure to harsh

chemicals/toxic conditions; exposure to cold from walk-in refrigerators and freezers; exposure to water hot and/or cold. The noise level is occasionally loud.

OTHER CONDITIONS OF CONTINUED EMPLOYMENT

Participate in employer mandated training and re-training programs.

DRAFT

MANHATTAN BEACH UNIFIED SCHOOL DISTRICT

FOOD SERVICE ASSISTANT II

DEFINITION

Under supervision, to prepare and serve foods in a school cafeteria and central kitchen; to operate a special food service such as a food cart or snack bar; to cashier; and to perform related work as required.

EXAMPLE OF DUTIES*

The tasks listed in this section are representative of duties assigned to positions in this class. This list is not intended to be an exhaustive list of all of the tasks assigned to positions in the class, and it is not expected that all of the tasks listed are necessarily assigned to all positions in the class.

- Turn on ovens.
- Remove food and paper products from storeroom, place onto cart, roll to snack lines, and unload; return unused food and paper products to storeroom; gather trays and pans for day's preparation. E
- Wash and clean vegetable and fruit, cut, slice, and chop meat, fruit, vegetables, and other ingredients; measure ingredients and mix; assemble products to make hamburgers, sandwiches, salads, and similar food items; portion and package food products; open cans; pan food for heating and serving. E
- Use hand and mechanized institutional food service equipment such as knives, slicers, mixers, can openers, etc.
- Prepare money drawers.
- Sell food, total amount of sale, make change, and return money to money box. E
- Roll carts out and in and set up in serving area. E
- Display food items and keep areas stocked. E
- Warm food in ovens. E
- Store leftover food and maintain inventory. E
- Wash dishes. E
- Reorder supplies as needed.
- Clean kitchen and snack line areas, counters, and machinery; wash and disinfect all areas. E
- Prepare daily sales report. E
- Perform major end of year cleaning and storing of equipment and bringing everything back to storeroom in cafeteria. E
- Perform related duties as assigned. E

* **Tasks statements coded with the letter "E" are essential elements of positions in this class pursuant to the Americans with Disabilities Act, 1990.**

QUALIFICATIONS

Knowledge of:	Ability to:
<ul style="list-style-type: none"> • English usage; • Basic kitchen utensils and equipment; • Care and use of standard cafeteria appliances and utensils; 	<ul style="list-style-type: none"> • Plan and complete work in accordance with schedules; • Add, subtract, and make change rapidly;

<p>Knowledge of: (cont.)</p> <ul style="list-style-type: none"> • Basic weights and measures; • Basic arithmetic; • Basic sanitation and personal hygiene; • Appropriate safety precautions and procedures. 	<p>Ability to:</p> <ul style="list-style-type: none"> • Operate standard cafeteria appliances, equipment, and utensils; • Maintain equipment and cafeteria in a safe and sanitary condition; • Arrange foods in an appetizing manner; • Estimate amounts of food required for ensuing days; • Understand and carry out oral and written instructions; • Establish and maintain effective relationships with those contacted in the course of work.
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TRAINING AND EXPERIENCE

Any combination of training, education and experience which demonstrates possession of the knowledges and abilities stated above, and the ability to perform the duties of the position. A typical qualifying entrance background is working-level experience performing routine food service work.

PHYSICAL ABILITIES AND WORKING CONDITIONS OF CONTINUED EMPLOYMENT

The Physical Abilities and Other Conditions of Continued Employment and the Associated Tasks listed in this section are representative of, but are not intended to provide an exhaustive list of Physical Abilities and Other Conditions of Continued Employment and Associated Tasks which may be required of positions in this class. Manhattan Beach Unified School District encourages persons with disabilities who are interested in employment in this class and need reasonable accommodation of those disabilities to contact the Personnel Department for further information.

PHYSICAL DEMANDS	ASSOCIATED TASKS
<p>Vision: (which may be corrected)</p> <p>Read normal print</p> <p>Distinguish shades of color</p>	<p>To perform tasks such as to:</p> <p>Prepare daily sales report</p> <p>Detect spoiled food</p>
<p>Speech:</p> <p>Speak with a level of proficiency and volume to be understood in face-to-face public contacts</p>	<p>To perform tasks such as to:</p> <p>Make food sales to students</p>
<p>Upper Body Mobility:</p> <p>Use hands and fingers to feel, grasp, and manipulate small objects, manipulate fingers, twist and bend hands at wrist and elbow</p> <p>Extend arms to reach outward and upward</p>	<p>To perform tasks such as to:</p> <p>Make change and prepare reports; prepare food; wrap sandwiches; sell food</p> <p>Store food</p>

<p>Upper Body Mobility: (cont.)</p> <p>Use hands and arms to lift objects</p> <p>Twist and bend at torso</p>	<p>To perform tasks such as to:</p> <p>Move food in and out of storeroom</p> <p>Remove and return food to storeroom</p>
<p>Lower Body Mobility:</p> <p>Walk on even surfaces</p> <p>Bend at waist and stoop</p> <p>Stand for long periods of 3 hours</p>	<p>To perform tasks such as to:</p> <p>Work in kitchen and lunch areas</p> <p>Put food away</p> <p>Prepare and serve food</p>
<p>Strength:</p> <p>To lift, push, pull, and/or carry, on a frequent basis, objects which weigh as much as 30 pounds</p>	<p>To perform tasks such as to:</p> <p>Push carts and load and unload food</p>
<p>Smell:</p> <p>Distinguish odors</p>	<p>To perform tasks such as to:</p> <p>Detect spoiled food</p>
<p>Environmental Requirements:</p> <p>Exposure to harsh chemicals/toxic conditions</p> <p>Work independently</p> <p>Work cooperatively with others</p> <p>Work inside</p> <p>Work performed in confined spaces</p>	<p>To perform tasks such as to:</p> <p>Sanitize and clean kitchen areas and equipment</p> <p>Accomplish assigned duties</p> <p>Coordinate food preparation</p> <p>Work in kitchen and lunch area</p> <p>Transport materials to and from freezer</p>
<p>Mental Requirement:</p> <p>Math skills at basic level; prepare daily sales report; sell food items and make change</p> <p>Judgment</p> <p>Learn quickly and follow verbal procedures and standards</p>	<p>To perform tasks such as to:</p> <p>Prepare daily sales report</p> <p>Work around students</p> <p>Accomplish assigned duties according to district standards</p>

Other Conditions of Continued Employment:

- Speak English at a conversational level
- Comply with rules and regulations of the Classified Service and provisions of labor agreements

Adopted: 10/25/95



Manhattan Beach
Unified School District

FOOD SERVICE ASSISTANT II

Department/Division:	Food Services
Reports To:	Director of Food Services
Provides Direction To:	NA
FLSA Exemption Status:	Classified Bargaining Unit
Date Prepared:	January 15, 2014
Date Approved by Personnel Commission:	
Date Adopted by Board:	
Salary Range:	Range 8: \$11.79 to \$15.05 Hourly

MANHATTAN BEACH UNIFIED SCHOOL DISTRICT

DEFINITION

Under general supervision of the Director of Food Services and an assigned supervisor, to perform in food preparation and serving tasks in a school cafeteria and/or central kitchen; to cashier; and to perform related work as required.

DISTINGUISHING CHARACTERISTICS

The Food Service Assistant II classification performs routine and more complex food service activities and cashiering duties at an assigned site. In addition to demonstrating the competencies and abilities required of the position, the Food Service Assistant II must work cooperatively and productively with a diverse population of internal and external customers.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statement of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.

- **Assist the cook on an as needs basis.**
- **Assist in preparation and service of all food products; prepare sandwiches, salads and sauces; assemble various ingredients as assigned; pan foods for heating and serving, wrap and reheat food items according to established procedures.**
- **Heat, portion, and serve food to students and staff according to established procedures.**
- **Perform cashiering duties; prepare and be responsible for money drawer; accept money for food and beverages sold; maintain records of meals and beverages served and monies collected using an electronic point of sale system; distribute and collect money bags; count food service monies.**

- Accountable for assigned money drawer accuracy.
- Clean and sanitize serving counters, tables, chairs, food containers, and other food service equipment; prepare food and beverages for sale; assist in the sale of food.
- Monitor and record food temperatures and equipment temperatures according to established procedures.
- Wash dishes, trays, plates, utensils, and other serving equipment by hand using hot water.
- Stock condiments, food items and paper goods; assist in the storage and rotation of supplies in storage areas; assist with periodic inventories as assigned.
- Operate electric slicer, mixer, and other equipment.
- Load food items on to food carts as assigned.
- Stay current on monthly training modules.
- Communicate with Director of Food Services or assigned supervisor regarding supplies and problems.
- Perform the full range of duties of the Food Service Assistant I.
- Perform related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Basic and complex kitchen utensils and equipment.
- Sanitation practices related to the handling and serving of food.
- Interpersonal skills using tact, patience and courtesy.
- Proper lifting techniques.
- Advanced math and cashiering skills.
- Basic food preparation including washing, cutting and assembling food items and ingredients.
- Basic safety and sanitation skills, taking temperatures, labeling foods.
- Appropriate safety precautions and procedures

Ability to:

- Requires the ability to perform all essential duties of the position.
- Follow health and sanitation requirements.
- Wash, cut, slice, grate, mix and assemble food items and ingredients.
- Establish and maintain cooperative and effective working relationships with others.
- Maintain food service equipment and areas in clean and sanitary condition.
- Understand and follow oral and written directions.
- Operate a cash register or point of sale computer; make change accurately; operate a Tellermate or equivalent money counting machine.

EDUCATION, TRAINING, AND EXPERIENCE

Educational attainment equivalent to a high school diploma or its recognized equivalent, preferred. Any combination of training, education and experience which demonstrates possession of the knowledge and abilities stated above, and the ability to perform the duties of the position. **One (1) year of preparing and serving large quantities of food in a commercial food operation such as a restaurant, hospital or school environment, preferred.**

LICENSES; CERTIFICATES; SPECIAL REQUIREMENTS

A valid California Driver's license and proof of insurance and the ability to move to and from other work locations as assigned and as needed.

Current ServSafe Certificate or equivalent (California Retail Food Code) or show proof of said certificate within thirty (30) days of employment.

PHYSICAL AND MENTAL DEMANDS

The physical and mental demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

PHYSICAL DEMANDS

While performing the duties of this class, employees are regularly required to use hands and fingers to feel, grasp, manipulate and operate objects, equipment and tools and to reach overhead, above the shoulders and horizontally. The employee must have sufficient strength to manipulate, lift, push, pull, and/or carry on a frequent basis, objects which weigh as much as 50 pounds. The employee is regularly required to stand for extended periods of time and climb, walk on even/and or uneven surfaces, stoop, kneel, bend, twist, and crouch. The employee is regularly required to hear and speak to exchange information in a proficient manner; and taste and smell.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus. The employee must have hand-eye coordination.

MENTAL DEMANDS

While performing the duties of this class, incumbents are regularly required to use written and oral communication skills. The employee must be able to write, to read directions, product labels, printed material, instructions and safety information, and to observe environmental conditions; demonstrate judgment and professionalism when interacting with supervisors, co-workers, staff, students and others encountered in the course of work; learn quickly and follow verbal procedures and standards to accomplish assigned duties and to apply new skills; use advanced mathematical skills and mathematical reasoning. The employee is occasionally required to deal with dissatisfied or quarrelsome individuals.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Employees regularly work in an indoor kitchen environment and/or outdoor working environment, including exposure to extreme cold or heat in the sun. Employees are regularly subject to heat from ovens; exposure to very hot foods, equipment, and metal objects; working around knives, slicers or other sharp objects; exposure to harsh chemicals/toxic conditions; exposure to cold from walk-in refrigerators and freezers; exposure to water hot and/or cold. The noise level is occasionally loud.

OTHER CONDITIONS OF CONTINUED EMPLOYMENT

Participate in employer mandated training and re-training programs.

SATELLITE KITCHEN OPERATOR I

DEFINITION - Under supervision, to operate a serving kitchen facility, to receive, heat, and serve meals; to prepare simple food items; to maintain simple records; and to perform related work as required.

EXAMPLE OF DUTIES*

- Prepare food for satellite kitchen. E
- Check hot and cold carts for temperature and completeness of order. E
- Count serving trays, a la carte items, and milk for day. E
- Drive to satellite kitchens to serve food. E
- Transport milk, punch, a la carte items, juice, food from refrigerator and carts, to serving counter and cashier station. E
- Remove hot/cold food items from cart, put food in pans, verify count, put in oven to heat, verify temperature, remove from oven and return to cart. E
- Organize and prepare food, open cans, select proper equipment for serving, decide quantity of food to heat, timing of each operation, and organize serving line.
- Instruct and monitor student helpers.
- Sell a la cart food items, return and replenish hot food to warmers between serving periods, count all items to be returned to central kitchen. E
- Punch tickets, collect cash, record cash sales, make change, and sell food and beverage items.
- Lift and load dirty pans to cart, unplug hot carts and set carts out for return to central kitchen.
- Inventory milk, ice cream, orange juice, punch and prepare order; call in order to dairy. E
- Clean counter tops, ovens, refrigerator, freezers, equipment, and dishes used. E
- Count lunch tickets to determine lunches sold, count lunch money, and prepare deposit slip and bank summary sheet. Put in bag and deliver to office. E
- Perform the full range of duties of the Food Service Assistant I and II classes. E
- Perform related work as assigned. E

* **Tasks statements coded with the letter "E" are essential elements of positions in this class pursuant to the Americans with Disabilities Act, 1990.**

LICENSE REQUIRED - Possession of a valid and appropriate California Driver's License.

QUALIFICATIONS

<p>Knowledge of:</p> <ul style="list-style-type: none"> • English usage • Serving of foods in large quantities • Simple record keeping techniques • Weights, measures, and basic arithmetic • Appropriate safety precautions and procedures • Basic principles and practices of monitoring and training 	<p>Ability to:</p> <ul style="list-style-type: none"> • Assign and monitor the work of helpers • Maintain equipment in a clean working order • Make simple arithmetic calculations with accuracy • Plan and organize work to meet schedules and timelines • Prepare and serve food in large quantities • Use commercial kitchen equipment safely • Maintain records • Establish and maintain effective relationships with those contacted in the course of work
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TRAINING AND EXPERIENCE

Any combination of training, education and experience which demonstrated possession of the knowledges and abilities stated above, and the ability to perform the duties of the position. A typical qualifying entrance background is experience in preparing and serving meals in large quantities.

PHYSICAL ABILITIES AND WORKING CONDITIONS OF CONTINUED EMPLOYMENT

The Physical Abilities and Other Conditions of Continued Employment and the Associated Tasks listed in this section are representative of, but are not intended to provide an exhaustive list of Physical Abilities and Other Conditions of Continued Employment and Associated Tasks which may be required of positions in this class. Manhattan Beach Unified School District encourages persons with disabilities who are interested in employment in this class and need reasonable accommodation of those disabilities to contact the Personnel Department for further information.

PHYSICAL DEMANDS	ASSOCIATED TASKS
<p>Vision: (which may be corrected)</p> <p>Read normal print</p> <p>Distinguish shades of color</p>	<p>To perform tasks such as to:</p> <p>Turn ovens to correct temperature</p> <p>Detect spoiled foods</p>
<p>Hearing: (which may be corrected)</p> <p>Understand speech over a telephone</p> <p>Hear sound which warns of potential danger</p>	<p>To perform tasks such as to:</p> <p>Order supplies and resolve routine problems</p> <p>Operate food service equipment</p>
<p>Speech:</p> <p>Speak with a level of proficiency and volume to be understood over a telephone</p> <p>Speak with a level of proficiency and volume to be understood in face-to-face public contact</p>	<p>To perform tasks such as to:</p> <p>Order supplies and resolve routine problems</p> <p>Monitor student helpers</p>
<p>Upper Body Mobility:</p> <p>Use hands and fingers to feel, grasp, and manipulate small objects, manipulate fingers, twist and bend hands at wrist and elbow</p> <p>Extend arms to reach outward and upward</p> <p>Use hands and arms to lift objects</p> <p>Turn, raise, and lower head</p> <p>Twist and bend at torso</p>	<p>To perform tasks such as to:</p> <p>Transfer food to carts; serve food and make change</p> <p>Store food; lift pans and trays</p> <p>Transfer food to carts and serving tables</p> <p>Monitor student workers</p> <p>Serve lunches to students</p>
<p>Lower Body Mobility:</p> <p>Walk on even surfaces</p> <p>Stoop</p> <p>Stand for prolonged periods of 3 hours</p> <p>Step over objects</p>	<p>To perform tasks such as to:</p> <p>Perform all duties in lunchroom and food service area</p> <p>Take food in and out of storeroom, refrigerator and freezer</p> <p>Complete food preparation duties</p> <p>Walk in storeroom and freezer</p>
<p>Strength:</p> <p>To lift, push, pull and/or carry, on a frequent basis, objects which weigh as much as 30 pounds</p>	<p>To perform tasks such as to:</p> <p>Push carts and serve trays</p>
<p>Smell:</p> <p>Distinguish strong odors which may warn of equipment malfunction or danger</p> <p>Distinguish odors</p>	<p>To perform tasks such as to:</p> <p>Operate food service equipment</p> <p>Detect spoiled food</p>

ORIGINAL

<p>Environmental Requirements:</p> <p>Constant work interruptions</p> <p>High noise level</p> <p>Frequent extreme changes in temperature and temperature extremes</p> <p>Exposure to harsh chemicals/toxic conditions</p> <p>Work performed in confined spaces</p> <p>Work independently</p> <p>Work cooperatively with others</p> <p>Work inside</p>	<p>To perform tasks such as to:</p> <p>Supervise student workers</p> <p>Work with food service machines</p> <p>Transport food in and out of walk-in freezer</p> <p>Sanitize and clean food area and equipment</p> <p>Transport food stuffs to and from freezer and refrigerator</p> <p>Accomplish assigned duties without on-site supervision</p> <p>Coordinate food and supervise student workers</p> <p>Accomplish duties in kitchen</p>
<p>Mental Requirement:</p> <p>Read, write, understand and apply routine information</p> <p>Math skills at a basic level</p> <p>Judgement</p> <p>Learn quickly and follow verbal procedures and standards</p> <p>Decision-making</p> <p>Place information in order of importance</p> <p>Demonstrate</p> <p>Give verbal instruction</p>	<p>To perform tasks such as to:</p> <p>Prepare daily reports</p> <p>Prepare daily reports</p> <p>Work around students</p> <p>Accomplish assigned duties according to district standards</p> <p>Work efficiently in completing assigned duties making routine decisions related to food shortage, safety, and sanitation</p> <p>Order supplies, serve lunches on a schedule, and complete reports</p> <p>Show proper work standards to student workers</p> <p>Monitor student workers</p>

Other Conditions of Continued Employment:

- Speak English at a conventional level
- Comply with rules and regulations of the Classified Service and provisions of labor agreements

Adopted: 10/26/95