

**PERSONNEL COMMISSION
Manhattan Beach Unified School District
325 S. Peck Avenue
Manhattan Beach, CA 90266**

**Notice of Public Meeting
March 4, 2014
8:30 a.m.
First Floor Conference Rm.
District Office**

AGENDA

I. WRITTEN AND ORAL COMMUNICATION

A. Commissioners

1. Approval of Minutes – February 12, 2014

B. Administration

C. Employees

D. Citizens

II. ACTION ITEMS

A. Approval of Eligibility list:

1. Clerical Assistant

B. Approval of Job Description:

2. Cook/ Baker, *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

February 12, 2014

The meeting was called to order at 8:37a.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 and Anna Frankel, HR Technician

CSEA Representatives: Rod Jorgensen

Employee: Patty Weber

I. WRITTEN AND ORAL COMMUNICATION

- A. Commissioners: None
- B. Administration: None
- C. Employees: None
- D. Citizens: None

II. ACTION ITEMS

A. Approval of Minutes of January 10, 2014

- 1. Minutes amended in Paragraph 3 to clarify change under Article XII. Ms. Holguin motioned to approve, seconded by Ms. Strand and unanimously approved by the Commissioners.

B. Approval of Eligibility lists:

- 1. Operations Crew Leader (Nights) –Mr. Jorgensen on behalf of CSEA requested the Commissioners to strike Matthew Otte’s name from Eligibility list based on two written test dates too far apart and it being unfair to other eligibles. Dr. Geithman explained Mr. Otte was given the opportunity to take the test because Mr. Otte represented he was not aware of the original posting. Ms. Weber stated that Mr. Otte is a 12 month employee and should have been aware of the posting during the summer. Ms. Holguin expressed concern about 4 month lapse in between test and asked Administration to clarify procedures in the future. Ms. Strand

motioned to strike 12/16/13 test date and remove Matthew Otte from the eligibility list under Article VI, Rule 6.03. Motion was seconded by Ms. Holguin and eligibility list was unanimously approved by the Commissioners with the changes.

2. Student Attendance Clerk – Ms. Strand motioned to approve, seconded by Ms. Holguin and unanimously approved by the Commissioners.
3. Instructional Assistant, Special Education, IBI –Ms. Holguin motioned to approve, seconded by Mr. Southey and unanimously approved by the Commissioners.
4. Clerical Assistant – Ms. Frankel asked that the Personnel Commission not take action on the Eligibility list because several names were omitted mistakenly.

III. MEETING SCHEDULE

Next regular meeting is scheduled for March 4, 2013, 8:30am. A special meeting between now and then may be requested by HR for approval of eligibility lists to hire.

IV. ADJOURNMENT

The meeting was adjourned at 9:00 a.m.

**Manhattan Beach Unified School District
Personnel Commission**

**Eligibility List
Clerical Assistant
Test Date 02/7/14**

No.	First	Last	Written	Written @ 75%	App.	App. @ 25%	Prom/Vet	Overall	Status
OPEN & PROMOTIONAL									
1	Dorothy	Fair							
2	Christine	Schiraldi							
3	Angela	Guerra							
4	Lindsey	Hurling							
5	Kathryn	Brannon							
6	Maria	Adair							
7	Lori	Kotero							
8	Peggy	Moreno							
9	Cynthia	Carrasco							
10	Christopher	Green							
11	Deneane	Ratchford							
12	Deirdre	Heimer							
13	Jainelle	Cryer							
14	Caryn	Dates							
15	Amelita	Ocampo							
16	Barbara	Ruiz							
17	Marisa	Buckner							
18	Charlie	Sparkle							
19	Kimberly	Brandes							
20	Janette	Caballero							
21	Jessica	Felix							
22	Dante	Anton							
23	Shahzad	Sadrpour							
24	Yvonne	Wilson							
25	Marisa	Reichardt							
26	Beatriz	Medina							
27	Maryann	Gonzales							
28	Kori	Ward							
29	Khadeejah	Raof							
30	Aurora	Levchenko							
31	Monica	Zuniga							
32	Gay	Swaine							
33	Victoria	Limon							
34	Kyrston	Reyes							
35	Kelsey	Reynolds							
36	Diana	Enriquez-Romero							
37	Miranda	Gumbs							
38	Jesselle	Herrera							

Scoring:

Written: 75%

Type of Exam:

() Open

Date of Certification:

Expiration Date:

COOK-BAKER

DEFINITION - Under general supervision, to perform skilled, large quantity cooking and baking in the preparation of main dishes, vegetables, sauces, gravies, breads, desserts, and other items; to maintain kitchen and serving areas in a clean and orderly condition; to perform general food preparation, serving, and cashiering duties; and to perform related work as required.

CLASS CHARACTERISTICS - Positions in this class are specialized as Cooks or Bakers; however, incumbents may be cross trained to perform both assignments to increase productivity and cover absences. Incumbents of Cook and Baker positions are teamed to assist in both areas to meet production schedules.

EXAMPLES 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. E
 - Read work sheets and recipes, and test new recipes. E
 - Assemble, measure and combine ingredients. E
 - Drain water and empty food content from pots and kettles. E
 - Lift pans in and out of oven, pan food, prepare food in serving size, and deliver to serving area. E
 - Open cans and packages. E
 - Taste and smell food and adjust seasoning. E
 - Store unused food; remove food from storage room, refrigerator, and freezer. E
 - Operate slicers, mixers, kettles and other power institutional food preparation equipment. E
 - Serve food. E
 - Serve as cashier. E
 - Read menus and plan production accordingly. E
 - Perform the full range of duties of the Food Service Assistant I and II classes, as assigned.
 - Perform related work as assigned. E
- * Task statements coded with the letter "E" are essential elements of positions in this class pursuant to the Americans with Disabilities Act, 1990.

QUALIFICATIONSKnowledge of:

- Principles and methods of large quantity food cooking and baking, serving and storage;
- Care and use of standard cafeteria appliances and utensils;
- Sanitation and safety procedures related to cafeterias, particularly food preparation, serving and storage;
- Basic math and weights and measures;
- Basic nutritional standards;

Appropriate safety precautions and procedures.

Ability to:

- Cook a variety of appetizing foods;
- Prepare an entree for a large number of customers;
- Serve students efficiently, observing sanitation standards;
- Maintain standards of nutrition and food quality;
- Observe and subscribe to time limitations;
- Understand and carry out oral and written instructions;
- Establish and maintain effective relationships with those contacted in the course of work.

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 large quantity cooking.

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

Vision: (which may be corrected)
Read normal print

Distinguish shades of color

Hearing: (which may be corrected)
Hear sounds which warn of potential danger

Analyze sounds of equipment operations
Use hands and fingers to feel, grasp and manipulate small objects, manipulate fingers, twist and bend hands at wrists and elbow
Use hands and arms to lift objects
Twist and bend at torso
Extend arms to reach outward and upward

Lower Body Mobility:
Walk on even surfaces
Bend at waist
Stoop
Stand for prolonged periods of 4 hours

Strength:
To lift, push, pull and/or carry objects which weigh as much as 30 pounds on a frequent basis

Smell:
Distinguish odors

Environmental Requirements:
Frequent extreme changes in temperature and temperature extremes
Exposure to harsh chemicals/toxic conditions
Work performed in confined spaces

Work independently
Work cooperatively with others
Work inside

Mental Requirements:
Read, write, understand and apply routine information
Math skills at basic level
Learn quickly and follow verbal procedures and standards
Decision-making

ASSOCIATED TASKS

To perform tasks such as to:
turn ovens to correct temperature; read and follow recipes
detect spoiled food

To perform tasks such as to:
safely operate institutional food preparation equipment
operate food service machines
chop, slice, cut, and mix

lift pans in and out of oven

remove food from freezer/storeroom; lift pans

To perform tasks such as to:
move throughout kitchen
retrieve food from storerooms
put food away

To perform food preparation duties
To perform tasks such as to:
drain water from pots and combine ingredients;
retrieve food supplies from storeroom.

To perform tasks such as to:
detect spoiled food
To perform tasks such as to:
transport food in and out of walk-in freezer

sanitize and clean food area and equipment
transport materials to and from freezer and refrigerator

accomplish assigned duties
coordinate food preparation
accomplish duties in kitchen

To perform tasks such as to:
read worksheets and recipes

measure ingredients
accomplish assigned duties according to District standards
work efficiently in completing assigned duties;
respond to product shortages

Other Conditions of Continued Employment:

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

Adopted: 10/26/95



Manhattan Beach
Unified School District

Cook/Baker

Department/Division:	Food Services
Reports To:	Director of Food Services
Provides Direction To:	NA
FLSA Exemption Status:	Classified Bargaining Unit
Date Prepared:	February 6, 2014
Date Approved by Personnel Commission:	
Date Adopted by Board:	
Salary Range:	Range12: \$13.00 to \$16.60 Hourly

MANHATTAN BEACH UNIFIED SCHOOL DISTRICT

DEFINITION

Under general supervision of the Director of Food Services and an assigned supervisor, prepare, cook, bake, and package a variety of foods in large quantities at an assigned District site; perform other food preparation duties, serving and cashiering, as directed; maintain kitchen and serving areas in a clean, orderly and sanitary condition; if /when necessary provide cooking direction in regards to food preparation to other staff; perform related work as required.

DISTINGUISHING CHARACTERISTICS

The Cook/Baker classification performs difficult and responsible duties including cooking, baking and preparing food and maintaining inventory. Employees are required to be fully trained in all procedures related to the assigned area of responsibility. In addition to demonstrating the competencies and abilities required of the position, the Cook/Baker must work cooperatively and productively with a diverse population of internal and external customers.

ESSENTIAL DUTIES AND REPSONSIBILITIES

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.

- Responsible for the preparation, production, cooking and serving of hot and cold menu items, including any and all foods.
- Responsible for the preparation, production, baking and serving of all baked goods.
- Maintain adherence to food quality standards including appearance and nutritional requirements.

- Monitor temperatures of food during cooking, cooling and serving to ensure that food safety standards are met.
- Ensure that the food prepared and served meets the guidelines on menu specifications and recipes.
- Determine the appropriate quantity of food items for cooking.
- Measure and weigh ingredients; calculate, adjust and extend recipes.
- Maintain facilities in a clean, sanitary and orderly condition.
- Clean food service equipment, utensils and appliances; store supplies; ensure compliance with kitchen sanitation and safety procedures and regulations.
- Operate a variety of commercial kitchen equipment and other kitchen tools and equipment as required.
- Coordinate the storage of unused food and supplies and disposal of unusable leftovers; utilize proper methods of storing and rotating foods.
- Assist with inventory and maintain routine records as directed; prepare records of foods cooked and foods left over.
- Responsible for providing accurate information on food production records.
- Provide cooking direction to assigned food service employees if necessary and directed by supervisor.
- Prepare and cook food for a variety of special events and banquets as requested; assist during catered events as requested.
- Assist in other food service areas such as cashiering.
- Perform the full range of duties of the Food Service Assistant I and II classes, and some duties of the Satellite Kitchen Operator I, as assigned.
- Perform related work as assigned.

QUALIFICATIONS

Knowledge of:

- Principles and methods of large quantity food preparation, cooking, baking, serving and storage.
- Sanitation and safety practices related to the handling, cooking, baking and serving of food.
- Operation, care and use of commercial kitchen equipment and utensils.
- Terminology, ingredients, equivalent measures and characteristic of ingredients and methods of substitution.
- Proper methods of storing equipment, materials and supplies.
- Appropriate safety precautions and procedures.
- Advanced record keeping techniques.
- Nutritional requirements of school-age children.

- Portion control techniques.
- Interpersonal skills using tact, patience and courtesy.
- Advanced math and cashiering skills.

Ability to:

- Requires the ability to perform all essential duties of the position.
- Prepare, cook and serve a variety of foods in quantity at an assigned nutrition service facility.
- Prepare and serve food in accordance with health and sanitation regulations.
- Operate food service equipment safely and efficiently.
- Maintain food service equipment and areas in a clean and sanitary condition.
- Prepare attractive, appetizing and nutritious meals for students and staff.
- Follow, adjust and extend recipes.
- Ensure that food items are prepared, served and stored properly.
- Work independently with little direction.
- Communicate effectively both orally and in writing.
- Plan and organize work to meet schedules and timelines; maintain accurate detailed records.
- Learn, interpret, apply and explain policies, procedures, rules and regulations related to assigned activities.
- Establish and maintain cooperative effective working relations with others.
- Observe and follow health and safety regulations.
- Understand and follow oral and written directions in English.
- Operate a cash register or point of sale computer; make change accurately.

EDUCATION, TRAINING, AND EXPERIENCE

Educational attainment equivalent to a high school diploma or its recognized equivalent. 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. Minimum of three (3) year's experience in preparing, cooking, baking and serving large quantities of food in a commercial food operation such as a restaurant, hospital or school environment.

LICENSES; CERTIFICATES; SPECIAL REQUIREMENTS

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

Current Manager's ServSafe Certificate 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 in English. The employee must be able to write, to read directions, product labels, printed material, instructions and safety information, student allergy notifications, 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 must be able to work independently. 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.