

**MADERA UNIFIED SCHOOL DISTRICT  
Personnel Commission  
1902 Howard Road, Madera, CA 93637**

**AGENDA  
Regular Meeting  
Thursday, June 20, 2024  
4:30 PM Public Meeting  
District Board Room**

**OUR MISSION  
Highest Student Achievement  
A Safe and Orderly Learning Environment  
Financially Sound and Effective Organization**

**1. CALL TO ORDER**

**2. PLEDGE OF ALLEGIANCE**

**3. ROLL CALL**

**4. ADOPTION OF THE AGENDA**

Action to add or delete items from any portion of the agenda or to discuss any consent agenda items must be taken before adopting the agenda.

**5. PUBLIC COMMENT**

Public Hearing for visitors who wish to speak on a subject outside the Commission agenda. Fifteen minutes of this portion of the meeting are reserved for members of the public to address the Commission on items not listed on the agenda and within the jurisdiction of the Commission. Speakers are limited to three (3) minutes. The Commission is prohibited by law from taking action on matters discussed that are not on the agenda, and no adverse conclusions should be drawn if the Commission does not respond to public comment at this time. The Chair will recognize speakers.

**6. CLOSED SESSION**

- A. Public Employee Appointment/Employment/Performance Evaluation/Dismissal [Government Code Section 54957]

**7. RECONVENE FROM CLOSED SESSION**

- A. Report of Actions Taken in Closed Session

**8. CONSENT AGENDA**

Items listed under the Consent Agenda are considered routine and are acted on by the Commission in one motion. There is no discussion of these items before the Commission's vote unless a member of the Commission, staff, or public requests specific items be considered and discussed separately and removed from the Consent Agenda before adopting the agenda. It is understood that the Administration recommends approval on all consent items. Each item on the Consent Agenda approved by the Commission shall be deemed to have been considered in full and adopted as recommended.

- A. Approval of minutes:

1. Consideration and approval of the minutes from Wednesday, May 15, 2024, Regular Meeting

B. Consideration and approval of Eligibility List/s for:

1. Licensed Vocational Nurse - Open Competitive
2. Maintenance Tradesperson - Specialty - Open Competitive
3. Paraprofessional - Special Needs - Open Competitive
4. Payroll Specialist Lead – Open Competitive
5. Spanish Translator - Interpreter - Open Competitive
6. Special Services Technician - Open Competitive

C. Consideration and approval of Initial Salary Placements for:

1. E. Lopez, candidate for Paraprofessional - Special Needs
2. E. Lozano - Maintenance Journeyperson -Specialty (HVAC)

## **9. NEW BUSINESS**

- A. Discuss and approve the revised job classification for the Child Nutrition Cashier
- B. Discuss and approve the revised job classification for the Child Nutrition Assistant I
- C. Discuss and approve the revised job classification for the Child Nutrition Assistant II
- D. Discuss and approve the revised job classification for the Child Nutrition Food Handler & Delivery Worker
- E. Discuss and approve the revised job classification for the Child Nutrition Technician
- F. Discuss and approve the revised job classification for the Child Nutrition Technician - Lead
- G. Discuss and approve the revised job classification for the Child Nutrition Senior Technician
- H. Discuss and approve the revised job classification for the Child Nutrition Specialty Services Supervisor
- I. Discuss and approve the revised job classification for the Supervisor - Child Nutrition Warehouse
- J. Discuss and approve the revised job classification for the Warehouse Assistant
- K. Discuss and approve the revised job classification for the Warehouse - Lead

## **10. INFORMATION AND REPORTS**

A. Director's Report

B. Commissioner's Report

## **11. NEXT REGULAR PERSONNEL COMMISSION MEETING**

Wednesday, July 17, 2024 at 4:30 pm  
Madera Unified School District Office – Board Room  
1902 Howard Road  
Madera, California 93637

## **12. SUGGESTED FUTURE AGENDA ITEMS**

## **13. ADJOURNMENT**



# **MADERA UNIFIED SCHOOL DISTRICT PERSONNEL COMMISSION**

## **REGULAR MEETING AGENDA ITEM COVER PAGE**

**Meeting Date:** June 20, 2024

**Agenda Item:** A. Public Employee Appointment/Employment/Performance  
Evaluation/Dismissal [Government Code 54957]

**Agenda Placement:** Closed Session



**MADERA UNIFIED SCHOOL DISTRICT  
PERSONNEL COMMISSION**

**REGULAR MEETING  
AGENDA ITEM COVER PAGE**

**Meeting Date:** June 20, 2024

**Agenda Item:** A. Report of Action Taken in Closed Session

**Agenda Placement:** Reconvene From Closed Session





## **MADERA UNIFIED SCHOOL DISTRICT PERSONNEL COMMISSION**

### **REGULAR MEETING AGENDA ITEM COVER PAGE**

**Meeting Date:** June 20, 2024

**Agenda Item:**

Consideration and approval of the minutes from Wednesday, May 15, 2024, Regular Meeting

**Agenda Placement:**

Consent

**Background:**

Consideration and approval of the minutes from Wednesday, May 15, 2024, Regular Meeting.

**Recommendation:**

It is recommended that the Personnel Commission approve the minutes from Wednesday, May 15, 2024, Regular Meeting.

**Minutes Record of MUSD Personnel Commission**  
**Regular Meeting held on Wednesday, May 15, 2024 at 4:30 PM**

The Personnel Commission of the Madera Unified School District convened in a Regular Board Meeting in the District Office Conference room, 1902 Howard Road, Madera, California, on Wednesday, May 15, 2024, at 4:30 p.m.

**1. Call to Order**

- Commissioner Wheat called the meeting to order at 4:30 p.m.

**2. Pledge of Allegiance**

- Commissioner Janzen led the flag salute.

**3. Roll Call**

- Mary Siegl, Personnel Specialist Lead, took the roll call.

- **Roll Call**

The following were in attendance:

Fran Wheat, Personnel Commission Chair

Philip Janzen, Personnel Commission Vice-Chair

David Hernandez, Personnel Commissioner

Isabel Barreras, Director of Classified Human Resources

Mary Siegl, Personnel Specialist Lead

Mary Jane Falcon, Administrative Assistant V

Lucy Osuna, Executive Administrative Assistant to the Assistant Superintendent of Human Resources

Sierra Lionudakis, Counselor, Nishimoto Elementary School

Cheri Giddens, CSEA President

Vicky Zamora, CSEA 1<sup>st</sup> Vice- President

There were other employees in attendance.

**4. Adoption of Agenda**

- It was moved by Commissioner Janzen and seconded by Commissioner Hernandez to approve the adoption of the Agenda. MOTION NO. 83 -2023/24.

Ayes: Commissioners: Hernandez, Janzen, and Wheat

Noes: None

Absent: None

Abstained: None

**5. Public Comment**

- No comments were made.

**6. Consent Agenda**

- It was moved by Commissioner Hernandez and seconded by Commissioner Janzen to approve the adoption of the Consent Agenda. MOTION NO. 84 -2023/24.  
     Ayes: Commissioners: Hernandez, Janzen, and Wheat  
     Noes: None  
     Absent: None  
     Abstained: None

## 7. New Business

### A. Discuss and approve the proposed new job classification for the Child Nutrition Head Custodian – Food Handler

- Director Barreras presented the new job description for the Child Nutrition Head Custodian – Food Handler. This job classification is under the direction of the Director of Child Nutrition and the Supervisor of Child Nutrition Warehouse. An internal salary comparison was conducted with the Head Custodian I position, and it was recommended that the position be placed in Salary Range 25 (\$43,806- \$57,316 yearly) on the 2023/2024 Classified Salary Schedule. The District and CSEA will meet to negotiate the salary placement recommendation.
- It was moved by Commissioner Janzen and seconded by Commissioner Hernandez to approve the new job classification, Child Nutrition Head Custodian – Food Handler. MOTION NO. 85 -2023/24, DOC. NO. 78-2023/24  
     Ayes: Commissioners: Hernandez, Janzen, and Wheat  
     Noes: None  
     Absent: None  
     Abstained: None
- A new motion was made to clarify the item's approval and confirm that the salary recommendation is in the Classified Salary Range 25.
- It was moved by Commissioner Janzen and seconded by Commissioner Hernandez to amend the previous motion and to approve the new job classification, Child Nutrition Head Custodian – Food Handler and salary recommendation of Classified Salary Range 25 (\$43,806 - \$57,316 yearly) MOTION NO. 86 -2023/24, DOC. NO. 78-2023/24  
     Ayes: Commissioners: Hernandez, Janzen, and Wheat  
     Noes: None  
     Absent: None  
     Abstained: None

### B. Public Hearing and Adoption of the 2024- 2025 Personnel Commission Budget

- Director Barreras presented a preliminary 2024-2025 fiscal year budget. The Business Office computed the figures for the salaries and benefits to include the mandated personnel costs; however, wages and benefits have yet to be finalized. The current staff members' salaries include longevity amounts projected for the coming year. The Health & Welfare benefits amounts typically increase by 3% annually along with the cost of CALPERS benefits.
- Commissioner Wheat opened the Open Hearing on the 2024-2025 Personnel Commission Budget for comment at 4:39 pm. Seeing that no one came forward with any comments, Commissioner Wheat closed the Public Hearing at 4:40 pm.
- It was moved by Commissioner Janzen and seconded by Commissioner Hernandez to approve the adoption of the 2024 -2025 Personnel Commission Budget. MOTION NO. 87 -2023/24, DOC. NO. 79-2023/24  
     Ayes: Commissioners: Hernandez, Janzen, and Wheat

Noes: None  
Absent: None  
Abstained: None

**8. Information and Reports**

**A.** Presentation of the Classified 3<sup>rd</sup> Quarterly Employee Award to Michell Angulo, Nishimoto Elementary School

- Commissioner Wheat presented the Classified 3<sup>rd</sup> Quarterly Employee Award to Michell Angulo, Student Advocate, at Nishimoto Elementary School.

**B. Director's Report**

- Director Barreras reported that the conference planning is going well but is keeping us very busy. We have over 776 registered. We have raised \$14,500 in donations funds. This has been the highest amount of money received from sponsors. We are 26 days away from the conference.
- CSPCA held a statewide meeting to ask for feedback on the AB2088 Classified Part-Time bill. Districts across the State are opposing the bill. CSPCA will meet with the CSEA State Headquarters to provide input and determine whether to oppose or support the bill.
- The PC staff continues to work on updating the PC Rules. We are adding a chapter on Leaves, which will be chapter 13 of the PC Merit Rules.
- Next week is classified employees' week from May 20-24.

**C. Commissioner's Report**

- No reports were made.

**9. Next Regular Personnel Commission Meeting**


- Thursday, June 20, 2024 at 4:30 pm  
Madera Unified School District Office – Board Room  
1902 Howard Road  
Madera, California 93637

**10. Suggested Future Agenda Items**

- Director Barreras suggested having a public workshop to review the first reading of the Personnel Commission Rules.

**11. Adjournment**

- Commission Chair Wheat adjourned the regular meeting at 4:50 p.m.



Isabel Barreras, Director of Classified HR

Date: May 17, 2024



## **MADERA UNIFIED SCHOOL DISTRICT PERSONNEL COMMISSION**

### **REGULAR MEETING AGENDA ITEM COVER PAGE**

**Meeting Date:** June 20, 2024

**Agenda Item:**

Consideration and Approval of the following Eligibility Lists for Open Competitive job opportunities

**Agenda Placement:**

Consent

**Background:**

Eligibility Lists have been placed on the agenda as a Consent Item. If, for some reason, any Commissioner would like to pull a list for further discussion, it can be done.

1. Licensed Vocational Nurse - Open Competitive
2. Maintenance Tradesperson - Specialty - Open Competitive
3. Paraprofessional - Special Needs - Open Competitive
4. Payroll Specialist Lead – Open Competitive
5. Spanish Translator - Interpreter - Open Competitive
6. Special Services Technician - Open Competitive

**Recommendation:**

It is recommended that the Personnel Commission approve the Eligibility Lists as presented.





**MADERA UNIFIED SCHOOL DISTRICT  
PERSONNEL COMMISSION**

**REGULAR MEETING  
AGENDA ITEM COVER PAGE**

**Meeting Date:** June 20, 2024

**Agenda Item:**

Consideration and approval of initial salary placement for E. Lopez, candidate for Paraprofessional - Special Needs

**Agenda Placement:**

Consent

**Background:**

The Director of Special Services has presented the Personnel Commission with a request for an initial salary placement for (E. Lopez), a candidate for the Paraprofessional – Special Needs. The Personnel Commission staff requests approval to place the candidate with an initial salary placement at Range 17, Step 5 (\$21.61 hourly) of the classified salary schedule.

The candidate has two years of experience working as a certified behavior technician; this work experience far exceeds the minimum qualification of one year of experience working with autistic children with Behavioral & Educational Intervention training in Autism. The candidate also has a Bachelor's Degree in Psychology, which far exceeds the minimum education High School diploma or equivalent, and completion of 48 units from a nationally accredited college or university or an A.A. degree or higher, or the passage of a local assessment test. This candidate is also a certified Autism Technician, which is an additional certification. We are thrilled to continue attracting highly qualified candidates to fill hard-to-recruit positions.

This recommended proposed action has been compiled as provided under the authority of California Education Code sections 45260-45261 and Personnel Commission Rule 8.2.1.1: for initial salary placement based on additional qualifying experience; and PC Rule 8.2.1.2 - Additional education at the college level is limited to no more than one step for each two years of education related to the position, but beyond the educational requirements established for entry into the class PC Rule 8.2.1.3: Difficulty experienced in the recruitment of candidates to meet the vacancy needs in the class and PC Rule 8.2.1.4: The additional skills or qualifications of the candidate that make him/her especially qualified for the position.

**Recommendation:**

The Personnel Commission recommends approval of the initial salary placement for the Paraprofessional – Special Needs candidate (E. Lopez) at Range 17, Step 5 (\$21.61) of the classified salary schedule.

**No attachment:**



**MADERA UNIFIED SCHOOL DISTRICT  
PERSONNEL COMMISSION**

**REGULAR MEETING  
AGENDA ITEM COVER PAGE**

**Meeting Date:** June 20, 2024

**Agenda Item:**

Consideration and approval of initial salary placement for E. Lozano, candidate for Maintenance Journeyperson -Specialty (HVAC)

**Agenda Placement:**

Consent

**Background:**

The Director of Maintenance and Operations has presented the Personnel Commission with a request for an initial salary placement for (E. Lozano), a Maintenance Journeyperson -Specialty (HVAC) candidate. The Personnel Commission staff requests approval to place the candidate with an initial salary placement at Range 38, Step 7 (\$34.90 hourly) of the classified salary schedule.

The candidate has eighteen years of work experience in school maintenance, including HVAC, electrical, plumbing, and locksmith experience at two different school districts. This work experience far exceeds the minimum qualification of two years of experience working in one or more specialty areas in the fields of carpentry, plumbing, painting, electrical, HVAC, ventilating systems, alarms, welding, or locksmith. This candidate also has an Associate of Occupational Studies degree in Air conditioning and Refrigeration Technology, which exceeds the minimum educational requirements of a high school diploma or equivalent. We are thrilled to continue attracting highly qualified candidates to fill hard-to-recruit positions.

This recommended proposed action has been compiled as provided under the authority of California Education Code sections 45260-45261 and Personnel Commission Rule 8.2.1.1: for initial salary placement based on additional qualifying experience; and PC Rule 8.2.1.2 - Additional education at the college level is limited to no more than one step for each two years of education related to the position, but beyond the educational requirements established for entry into the class PC Rule 8.2.1.3: Difficulty experienced in the recruitment of candidates to meet the vacancy needs in the class and PC Rule 8.2.1.4: The additional skills or qualifications of the candidate that make him/her exceptionally qualified for the position.

**Recommendation:**

The Personnel Commission recommends approval of the initial salary placement for the Maintenance Journeyperson – Specialty (HVAC) candidate (E. Lozano) at Range 38, Step 7 (\$34.90 hourly) of the classified salary schedule.

**No attachment:**



## **MADERA UNIFIED SCHOOL DISTRICT PERSONNEL COMMISSION**

### **REGULAR MEETING AGENDA ITEM COVER PAGE**

**Meeting Date:** June 20, 2024

**Agenda Item:**

Discuss and approve the revised job classification for the Child Nutrition Cashier

**Agenda Placement:**

Action

**Background:**

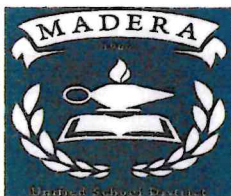
The Director of Child Nutrition has requested revisions to the Child Nutrition Cashier classification. The strike-out language is highlighted in red in the Certification section. The recommended change will bring the job classification up to date. It will also extend the time allowed to possess the Food Safety Certification from 6 to 12 months since the department provides the test yearly.

This recommended proposed action has been compiled as provided under the authority of California Education Code section 45276 and the Personnel Commission Rules 3.2.1. through 3.2.5.5 and 3.2.9. Review of positions that state that it is the responsibility of the Personnel Commission to classify duties of new or reorganized positions approved by the Board of Trustees.

**Recommendation:**

The Personnel Commission is recommended to approve the revised Child Nutrition Cashier job classification.





**CLASSIFIED**  
**Job Classification Description**  
Equal Employment Opportunity

MADERA UNIFIED SCHOOL DISTRICT  
PERSONNEL COMMISSION  
APPROVED MOTION NO.  
DOCUMENT NO.  
DATED:

**CHILD NUTRITION CASHIER**

**DEPARTMENT/SITE:** Child Nutrition

**SALARY SCHEDULE:** Classified Bargaining Unit

**SALARY RANGE:** 14

**WORK CALENDAR:** 205 Day

**REPORTS TO:** Director of Child Nutrition or  
Assigned Supervisor

**FLSA:** Non-Exempt

**PURPOSE STATEMENT:**

Under the direction of the Director of Child Nutrition and in coordination with the site lead position, the Child Nutrition Cashier provides support to the food service activities at an assigned location with specific responsibilities for collecting funds for daily meal transactions, balancing accounts, and depositing funds utilizing established accounting practices, and reviewing Free and Reduced Program applications. The incumbents in this classification provide the school community with accurate access for students to receive and be accounted for nutrition program services which directly supports student learning and achievement.

**DISTINGUISHING CHARACTERISTICS**

This is a legacy level in the child nutrition series that is being phased out through attrition and replaced with Child Nutrition Assistant I positions due to changes in program delivery and point-of-sale processing. Positions in this class perform repeated food preparation and serving tasks to provide breakfasts and lunches to students. The few remaining positions have been assigned as the second position at an elementary school or to the Central Kitchen. If so tasked, this class may account for cash transactions and other accounting and record-keeping procedures and documentation related to the serving of meals to students in accordance with various department, state, and federal program guidelines and requirements. This latter aspect of tasks, however, has been superseded by other systems.

**ESSENTIAL FUNCTIONS, DUTIES, AND TASKS:**

*The following alphabetical list of functions, duties, and tasks is typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform other closely related or department-specific functions, duties, and tasks from those set forth below to address business needs and changing business practices.*

- Assists in the operation of kitchen equipment (e.g., dishwasher, utensils, mixers) for the purpose of preparing meals and/or keeping equipment sanitized.
- Assists in the preparation of food and beverage items to meet mandated nutritional standards and projected meal requirements.
- Attends unit meetings, in-service training, and workshops for the purpose of gathering information required to perform job functions.
- May assemble and package prepared food for serving directly to students at mealtime or for transporting from a central kitchen to a school site kitchen.
- May assist with taking food supply inventory and receiving or preparing for food service deliveries.

- May be tasked to monitor students as cards are selected and scanned to assist students who need help and ensuring that the correct card is selected.
- May be tasked to prepare sales transaction documents (e.g., daily charge records, breakfast, and lunch counts) for the purpose of providing written support and documentation of child nutrition activities and/or conveying information.
- May be tasked to process daily transaction data (e.g., free and reduced meal status, sales transactions) for the purpose of documenting activities, maintaining accurate account balances, and/or conveying information.
- May be tasked to reconcile charges to meal counts for the purpose of maintaining accurate account balances and complying with established policies and/or procedures.
- May collect and account for money paid by students for optional food items not covered under the student's ID number.
- Organizes and handles prepared foods at assigned locations for the purposes of serving students and staff.
- Participates in maintaining and sanitizing storage areas, food preparation surfaces, food serving areas, and all equipment in a sanitary condition in accordance with current health standards.
- Reports equipment malfunctions for the purpose of maintaining equipment in safe working order.
- Reports equipment malfunctions to designated supervisory personnel to obtain repair and/or replacement.
- Responds to inquiries from students, staff, and the public for the purpose of providing information and/or direction regarding the type and/or cost of meals and food items and account balances.
- Serves one or more items of food for the purpose of meeting mandated nutritional requirements and/or requests of students and school personnel.
- Washes, cleans and sanitizes kitchen areas, surfaces, utensils, and equipment as assigned and required.
- Performs other related duties as assigned for ensuring the efficient and effective functioning of the work unit and the District, including various mandatory District trainings.

## **KNOWLEDGE, SKILLS, AND ABILITIES**

*(At time of application)*

### **Knowledge of:**

- Basic math, including calculations using fractions, percentages, and/or ratios
- Techniques for handling and accounting for cash transactions
- Written procedures relating to child nutrition accounting, document preparation and handling
- Standard safety practices and procedures and sanitation practices relating to food handling

### **Skills and Abilities to:**

- Adhere to safety practices
- Understand and follow multi-step written and oral instructions and procedures
- Prepare and maintain accurate records
- Operate standard office equipment including computers and job-related software applications
- Schedule activities and adhere to deadlines and time frames
- Compile, collate, and work with data accurately utilizing and in accordance with defined and similar processes, procedures, and formats
- Work flexibly to adapt to interruptions and occasional changes in routines



- Work with others in a variety of circumstances
- Work with and communicate effectively with diverse groups and individuals
- Identify issues and problems independently, decide on a course of action, and implement resolution.

### **RESPONSIBILITY:**

Responsibilities include working under supervision using standardized routines, 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 and finances.

### **JOB QUALIFICATIONS / REQUIREMENTS:**

*(At time of application and in addition to the Knowledge, Skills, and Abilities listed above.)*

### **EDUCATION REQUIRED:**

High School diploma or equivalent.

### **EXPERIENCE REQUIRED:**

Six (6) months experience in handling food, experience in a cafeteria or restaurant setting, and six months experience in basic entry-level clerical duties, handling money, making change, and maintaining accounting and financial-related records are preferred.

### **LICENSE(S) REQUIRED:**

- None

### **CERTIFICATIONS AND TESTING REQUIRED:**

- Pass the District's applicable proficiency exam for the job class with a satisfactory score
- Possession of, or ability and qualifications to obtain Food Safety Certification within **6** twelve (12) months of appointment and failure to do so could result in release
- After an offer of employment, obtain:
  - Criminal Justice and FBI Fingerprint Clearance
  - Negative TB test result plus periodic post-employment retest as required (currently every four years)
  - Pre-employment physical exam D through the District's provider at the District's expense

### **WORK ENVIRONMENT / PHYSICAL DEMANDS:**

*(Must be performed with or without reasonable accommodations)*

- Work is generally performed in an indoor office environment, requiring extensive sitting and some walking, and standing
- Light to moderate lifting, carrying, pushing, and/ or pulling of files or boxes; occasionally participates in food preparation and assembly when assigned during peak periods when other staff are absent
- Some stooping, kneeling, crouching, and/crawling to access files
- Manual dexterity to operate a computer keyboard and handle paperwork in the office.
- Hearing and speaking to exchange information in person or on the telephone
- Visual acuity to see/read documents and computer screen



## **MADERA UNIFIED SCHOOL DISTRICT PERSONNEL COMMISSION**

### **REGULAR MEETING AGENDA ITEM COVER PAGE**

**Meeting Date:** June 20, 2024

**Agenda Item:**

Discuss and approve the revised job classification for the Child Nutrition Assistant I

**Agenda Placement:**

Action

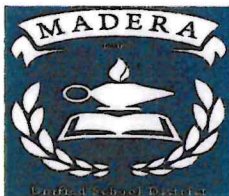
**Background:**

The Director of Child Nutrition has requested revisions to the Child Nutrition Assistant I classification. The strike-out language is highlighted in red in the Work Calendar and Certification sections. The recommended change will bring the job classification up to date with the change in the work calendar. It will also extend the time allowed to possess the Food Safety Certification from 6 to 12 months since the department provides the test yearly.

This recommended proposed action has been compiled as provided under the authority of California Education Code section 45276 and the Personnel Commission Rules 3.2.1. through 3.2.5.5 and 3.2.9. Review of positions that state that it is the responsibility of the Personnel Commission to classify duties of new or reorganized positions approved by the Board of Trustees.

**Recommendation:**

The Personnel Commission is recommended to approve the revised Child Nutrition Assistant I job classification.



**CLASSIFIED**  
**Job Classification Description**  
Equal Employment Opportunity

MADERA UNIFIED SCHOOL DISTRICT  
PERSONNEL COMMISSION  
APPROVED MOTION NO.  
DOCUMENT NO.  
DATED:

**CHILD NUTRITION ASSISTANT I**

**DEPARTMENT/SITE:** Child Nutrition or School Site

**REPORTS TO:** Director of Child Nutrition or Assigned Supervisor

**SALARY SCHEDULE:** Classified Bargaining Unit

**SALARY RANGE:** 11

**WORK CALENDAR:** 2014 Days

**FLSA:** Non-Exempt

**PURPOSE STATEMENT:**

Under the direction and supervision of the Director of Child Nutrition, and the day-to-day work coordination of a Child Nutrition Assistant II or higher level, the Child Nutrition Assistant I provides support to the educational process at an assigned food service location with specific responsibilities for preparing and serving meals and food items to students and/or school personnel and maintaining food service facilities in a safe and sanitary condition. The incumbents in this classification provide the school community with nutritious student meals that directly support student learning and achievement.

**DISTINGUISHING CHARACTERISTICS**

The Child Nutrition Assistant I is the first level in the series performing frequently repeated food preparation and serving tasks to provide breakfasts and lunches to students and may be assigned at elementary, middle, and high school sites or in the District's Central Kitchen. The Child Nutrition Assistant II is either the lead worker at an elementary school kitchen or is assigned to the Central Kitchen or a middle school where the class performs a broader and more difficult range of food preparation and serving tasks and duties than the Child Nutrition Assistant I.

**ESSENTIAL FUNCTIONS, DUTIES, AND TASKS:**

*The following alphabetical list of functions, duties, and tasks is typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform other closely related or department-specific functions, duties, and tasks from those set forth below to address business needs and changing business practices.*

- Assists in the operation of kitchen equipment (e.g., dishwasher, utensils, mixers) for the purpose of preparing meals and/or keeping equipment sanitized.
- Assists in the preparation of food and beverage items to meet mandated nutritional standards and projected meal requirements.
- May assemble and package prepared food for serving directly to students at mealtime or for transporting from a central kitchen to a school site kitchen.
- May assist with taking food supply inventory and receiving or preparing for food service deliveries.
- May collect and account for money paid by students for optional food items not covered under the student's ID number.



- Organizes and handles prepared foods at assigned locations for the purposes of serving students and staff.
- Participates in maintaining and sanitizing storage areas, food preparation surfaces, food serving areas, and all equipment in a sanitary condition in accordance with current health standards.
- Reports equipment malfunctions to designated supervisory personnel to obtain repair and/or replacement.
- Serves one or more items of food for the purpose of meeting mandated nutritional requirements and/or requests of students and school personnel.
- Washes, cleans, and sanitizes kitchen areas, surfaces, utensils, and equipment as assigned and required.
- Performs other related duties as assigned for ensuring the efficient and effective functioning of the work unit and the District, including various mandatory District trainings.

## **KNOWLEDGE, SKILLS, AND ABILITIES**

*(At time of application)*

### **Knowledge of:**

- Food serving methods and procedures, such as heating and wrapping food items
- Basic food handling techniques
- Sanitary methods and techniques for food storage, preparation, and serving
- Safety practices
- Standard kitchen equipment, utensils, and measurements
- Basic mathematics and counting money to make change and document food item sales

### **Skills and Abilities to:**

- Adhere to safety practices
- Operate equipment used in commercial kitchens to prepare food in volume
- Work effectively, patiently, and flexibly despite frequent interruptions and under time constraints
- Work as part of a team to prepare and serve food in large volumes in accordance with standard production procedures and food safety practices
- Communicate effectively with students and with persons of diverse backgrounds
- Establish and maintain effective interpersonal relationships with assigned co-workers
- Understand, be sensitive to, and respect the diverse academic, socio-economic, ethics, religious, and cultural backgrounds, disabilities, and sexual orientations of students, parents, teachers, administrators, and staff
- Follow oral and written instructions and applicable health and sanitation requirements
- Prepare, set up, and serve food safely to students according to established procedures
- Accurately handle and account for money received and make change
- Operate safely and efficiently standard commercial kitchen equipment, appliances, and utensils
- Communicate using tact, patience, and courtesy in a manner that reflects positively on the District

## **RESPONSIBILITY:**

Responsibilities include working under frequent supervision and direction using standardized procedures.

**JOB QUALIFICATIONS / REQUIREMENTS:**

*(At time of application and in addition to the Knowledge, Skills, and Abilities listed above.)*

**EDUCATION REQUIRED:**

High School diploma or equivalent.

**EXPERIENCE REQUIRED:**

Six (6) months of experience in handling foods; experience in a cafeteria or restaurant setting is preferred.

**LICENSE(S) REQUIRED:**

- None

**CERTIFICATIONS AND TESTING REQUIRED:**

- Pass the District's applicable proficiency exam for the job class with a satisfactory score
- Possession of, or ability and qualifications to obtain Food Safety Certification within ~~6~~twelve (12) months of appointment and failure to do so could result in release
- After an offer of employment, obtain:
  - Criminal Justice and FBI Fingerprint Clearance
  - Negative TB test result plus periodic post-employment retest as required (currently every four years)
  - Pre-employment physical exam D through the District's provider at the District's expense

**WORK ENVIRONMENT / PHYSICAL DEMANDS:**

*(Must be performed with or without reasonable accommodations)*

- Performing duties in a commercial kitchen and food serving environment subject to heat from ovens, cold from walk-in refrigerators and freezers
- Lifting, carrying, pushing, and pulling heavy objects up to 52 pounds
- Standing and walking for extended periods of time
- Dexterity of hands and fingers to operate kitchen equipment
- Carrying, pushing, or pulling food trays, carts, materials, and supplies
- Kneeling crouching and or stooping to retrieve items on lower shelves or to wipe spills
- Reaching overhead, above the shoulders and horizontally
- Seeing to assure proper quantities of food
- Hearing of sufficient clarity to receive verbal instructions and food orders and carry them out accurately
- Bending at the waist
- Exposure to very hot foods, equipment, and metal objects
- Exposure to sharp knives and slicers
- Exposure to cleaning and sanitizing agents



## **MADERA UNIFIED SCHOOL DISTRICT PERSONNEL COMMISSION**

### **REGULAR MEETING AGENDA ITEM COVER PAGE**

**Meeting Date:** June 20, 2024

**Agenda Item:**

Discuss and approve the revised job classification for the Child Nutrition Assistant II

**Agenda Placement:**

Action

**Background:**

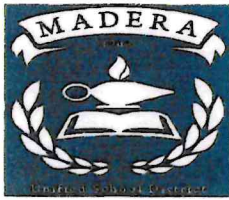
The Director of Child Nutrition has requested revisions to the Child Nutrition Assistant II classification. The strike-out language is highlighted in red in the Work Calendar, Licenses, and Certification sections. The recommended change will bring the job classification up to date with the change in the work calendar and require a driver's license. It will also extend the time allowed to possess the Food Safety Certification from 6 to 12 months since the department provides the test yearly.

This recommended proposed action has been compiled as provided under the authority of California Education Code section 45276 and the Personnel Commission Rules 3.2.1. through 3.2.5.5 and 3.2.9. Review of positions that state that it is the responsibility of the Personnel Commission to classify duties of new or reorganized positions approved by the Board of Trustees.

**Recommendation:**

The Personnel Commission is recommended to approve the revised Child Nutrition Assistant II job classification.





## CLASSIFIED

### Job Classification Description

Equal Employment Opportunity

MADERA UNIFIED SCHOOL DISTRICT  
PERSONNEL COMMISSION  
APPROVED MOTION NO.  
DOCUMENT NO.  
DATED:

### CHILD NUTRITION ASSISTANT II

**DEPARTMENT/SITE:** Child Nutrition or School Site

**REPORTS TO:** Director of Child Nutrition or Assigned Supervisor

**SALARY SCHEDULE:** Classified Bargaining Unit

**SALARY RANGE:** 12

**WORK CALENDAR:** 2025 Days

**FLSA:** Non-Exempt

### PURPOSE STATEMENT:

Under the general direction of the Director of Child Nutrition, the Child Nutrition Assistant II provides support to the educational process at assigned food service location/s with specific responsibilities for preparing and serving food items to students and/or school personnel; and maintaining food service facilities in a safe and sanitary condition. The incumbents in this classification provide the school community with safely and reliably prepared and served food items at breakfast and lunch which directly supports student learning and achievement. The incumbents in this classification provide the school community with safely and reliably prepared and served food items at breakfast and lunch which directly supports student learning and achievement.

### DISTINGUISHING CHARACTERISTICS

The Child Nutrition Assistant II is the second level in the series and is either the lead worker at an elementary school kitchen or is assigned to the Central Kitchen or a middle school where the class is assigned a broader and more difficult range of food preparation and serving tasks and duties that are assigned to the Child Nutrition Assistant I. The Child Nutrition Assistant I is the first level in the series performing frequently repeated food preparation and serving tasks to provide breakfasts and lunches to students and may be assigned at elementary, middle, and high school sites or in the District's Central Kitchen.

### ESSENTIAL FUNCTIONS, DUTIES, AND TASKS:

*The following alphabetical list of functions, duties, and tasks is typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform other closely related or department-specific functions, duties, and tasks from those set forth below to address business needs and changing business practices.*

- Assists in food preparation for special events at assigned locations as requested.
- Cleans utensils, equipment, storage, food preparation, and serving areas to maintain required sanitary conditions.
- Enters food orders into Food Service Inventory software.
- Inspects food items and/or supplies for the purpose of verifying quantity, quality, and specifications of orders and/or complying with mandated health standards.
- Inventories food, condiments, and supplies to ensure timely reordering and availability of items

for meeting projected menu requirements.

- Maintains equipment, storage, food preparation, and serving areas in a sanitary condition in compliance with current health and safety standards.
- Maintains files and records (e.g., temperature logs, transport records) to provide written documentation and support and/or conveying information.
- May open site kitchen to prepare, set up, and serve breakfast meals.
- Monitors kitchen and cafeteria areas for the purpose of ensuring a safe and sanitary working environment.
- Operates a variety of kitchen/cafeteria equipment, such as stoves and ovens, for the purposes of cooking, heating, or warming prepackage food items.
- Operates kitchen machinery (e.g., pre-pack machine, slicers) for the purpose of preparing, packaging, and/or transporting meals.
- Performs functions of other nutritional services positions when requested by the supervisor to ensure adequate staff coverage within the site's nutritional services operations.
- Prepares food and beverage items to meet mandated nutritional and projected meal requirements.
- Prepares standardized documents (e.g., transport records, inventory sheets) to communicate information to others.
- Provides work direction and coordination to assigned Child Nutrition Assistant I.
- Reports equipment malfunctions, notifying the supervisor of the need for repair and/or replacement.
- Serves and assists in preparing institutional quantities of food items from established menus.
- Serves food items according to specified quantities and portions.
- Serves one or more food items to meet mandated nutritional requirements and/or requests of students and school personnel.
- Travels to assigned school sites for the purpose of arranging, preparing, and serving meals to students and other school personnel.
- Performs other related duties as assigned to ensure the efficient and effective functioning of the work unit and the District, including various mandatory District trainings.

## **KNOWLEDGE, SKILLS, AND ABILITIES**

*(At time of application)*

### **Knowledge of:**

- Safety and food sanitation practices and procedures (e.g., washing and cutting vegetables and meat, assembling items for packaging, and controlling food temperature during storage, shipping, and serving)
- Quantity of food preparation and handling
- Institutional quantity food preparation, methods, procedures, and services
- Food serving methods and procedures, such as heating and wrapping food items
- Basic food handling techniques, including storage and proper temperature control
- Setting up and selling food items
- Inventory, record-keeping and ordering practices
- Standard kitchen equipment, utensils, and weights, and measures
- Basic mathematics (add, subtract, divide, decimals, fractions for making change, counting a drawer, measuring proportions of food items, taking inventory, and ordering supplies)



**Skills and Abilities to:**

- Adhere to safety practices
- Operate equipment found in a commercial kitchen
- Skilled at computerized data entry for food service-related data and transactions
- Work as part of a team
- Work at a fast pace with interruptions
- Communication with persons of diverse backgrounds
- Patience and flexibility; ability to follow oral and written instructions
- Prepare, set up, and serve food to students according to established procedures
- Accurately handle and account for money received and make change
- Safely and efficiently operate standard kitchen equipment, appliances, and utensils
- Follow applicable health and sanitation requirements
- Work effectively under time constraints
- Communicate effectively with students, co-workers, and others of diverse background
- Understand, be sensitive to, and respect the diverse academic, socio-economic, ethical, religious, and cultural backgrounds, disabilities, and sexual orientation of students, parents, teachers, administrators, and staff
- Establish and maintain effective interpersonal relationships and effectively communicate using tact, patience, and courtesy in a manner that reflects positively on the District.

**RESPONSIBILITY:**

Responsibilities include working under general supervision using standardized procedures, leading, guiding, and/or coordinating others.

**JOB QUALIFICATIONS / REQUIREMENTS:**

*(At the time of application and in addition to the Knowledge, Skills, and Abilities listed above.)*

**EDUCATION REQUIRED:**

High School diploma or equivalent.

**EXPERIENCE REQUIRED:**

Two (2) years of work experience in school food services; experience with menu planning and basic nutrition preferred.

**LICENSE(S) REQUIRED:**

- ~~None~~
- Valid, current California Driver's License to drive personal vehicle to other district locations for training and meetings and to make bank deposits or transfer funds to the Child Nutrition Department

**CERTIFICATIONS AND TESTING REQUIRED:**

- Pass the District's applicable proficiency exam for the job class with a satisfactory score
- Possession of, or ability and qualifications to obtain Food Safety Certification within ~~6~~twelve (12) months of appointment and failure to do so could result in release
- After an offer of employment, obtain:
  - Criminal Justice and FBI Fingerprint Clearance

- Negative TB test result plus periodic post-employment retest as required (currently every four years)
- Pre-employment physical exam D through the District's provider at the District's expense

**WORK ENVIRONMENT / PHYSICAL DEMANDS:**

*(Must be performed with or without reasonable accommodations)*

- Performing duties in a commercial kitchen and food serving environment subject to heat from ovens, cold from walk-in refrigerators and freezers
- Lifting, carrying, pushing, and pulling heavy objects up to 52 pounds
- Standing and walking for extended periods of time
- Dexterity of hands and fingers to operate kitchen equipment
- Carrying, pushing, or pulling food trays, carts, materials, and supplies
- Kneeling, crouching, and or stooping to retrieve items on lower shelves or to wipe spills
- Reaching overhead, above the shoulders, and horizontally
- Seeing to ensure proper quantities of food
- Hearing of sufficient clarity to receive verbal instructions and food orders and carry them out accurately
- Bending at the waist
- Exposure to very hot foods, equipment, and metal objects
- Exposure to sharp knives and slicers
- Exposure to cleaning and sanitizing agents



## **MADERA UNIFIED SCHOOL DISTRICT PERSONNEL COMMISSION**

### **REGULAR MEETING AGENDA ITEM COVER PAGE**

**Meeting Date:** June 20, 2024

**Agenda Item:**

Discuss and approve the revised job classification for the Child Nutrition Food Handler & Delivery Worker

**Agenda Placement:**

Action

**Background:**

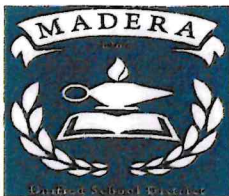
The Director of Child Nutrition has requested revisions to the Child Nutrition Food Handler & Delivery Worker classification. The strike-out language is highlighted in red in the Work Calendar, Purpose Statement, Characteristics, Licenses, and Certification sections. The recommended change will bring the job classification up to date with the change in the work calendar. It will also extend the time allowed to possess the Food Safety Certification from 6 to 12 months since the department provides the test yearly, and it will require a valid Forklift Operator Certificate within 6 months.

This recommended proposed action has been compiled as provided under the authority of California Education Code section 45276 and the Personnel Commission Rules 3.2.1. through 3.2.5.5 and 3.2.9. Review of positions that state that it is the responsibility of the Personnel Commission to classify duties of new or reorganized positions approved by the Board of Trustees.

**Recommendation:**

The Personnel Commission is recommended to approve the revised Child Nutrition Food Handler & Delivery Worker job classification.





**CLASSIFIED**  
**Job Classification Description**  
Equal Employment Opportunity

MADERA UNIFIED SCHOOL DISTRICT  
PERSONNEL COMMISSION  
APPROVED MOTION NO.  
DOCUMENT NO.  
DATED:

**CHILD NUTRITION FOOD HANDLER & DELIVERY WORKER**

**DEPARTMENT/SITE:** Child Nutrition at assigned  
High School

**SALARY SCHEDULE:** Classified Bargaining Unit

**SALARY RANGE:** 20

**WORK CALENDAR:** 2036 Days

**REPORTS TO:** Director of Child Nutrition

**FLSA:** Non-Exempt

**PURPOSE STATEMENT:**

Under the general direction of the Director of Child Nutrition and in day-to-day coordination with the site's Child Nutrition **Senior Technician Manager**, the Child Nutrition Food Handler & Delivery Worker transports from the Nutrition Services Program warehouse various food, supplies, and/or equipment to and from designated sites; maintains the delivery vehicle in a sanitary and safe operating condition; and assists the food service program by unloading and stocking incoming shipments; may occasionally, as directed, transport other items in support of the general warehouse operations. The incumbents in this classification provide the school community with support for safely and reliably prepared and served food items at breakfast and lunch which directly support student learning and achievement.

**DISTINGUISHING CHARACTERISTICS**

**~~This is the sixth level in the Child Nutrition Series.~~** Unlike other classes in the series which are assigned to various food preparation and serving areas to ensure the readiness of healthy and safe meals for students, the positions in this classification engage in inventory, receipt, delivery, warehousing, stocking, and shelving of bulk food items and shipments that ensure adequate supplies for site and central kitchen food preparation operations. The incumbents in this classification ensure that child nutrition program operations have a continuous, timely, and adequate supply of bulk food and other items needed to provide the school community with nutritious student meals which directly supports student learning and achievement.

**ESSENTIAL FUNCTIONS, DUTIES, AND TASKS:**

*The following alphabetical list of functions, duties, and tasks is typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform other closely related or department-specific functions, duties, and tasks from those set forth below to address business needs and changing business practices.*

- Assists in inventories to verify merchandise.
- Loads food items, supplies, and/or equipment, preparing items for transport to assigned locations.
- Check and log temperatures of food items requiring temperature control handling and delivery.
- Maintains assigned vehicle (e.g., fluid levels, fueling, cleaning, tire pressure) to ensure safe operation of vehicle and sanitation of transported food items.
- Maintains files and records (e.g., time and temperature logs, transport records) and written support for conveying information.

- Performs maintenance on pre-pack machine for the purpose of ensuring proper working condition.
- Prepares cardboard packaging materials for recycling in compliance with established district policies.
- Prepares food items, supplies, and equipment for transport adhering to health and safety guidelines.
- Responds to inquiries from site and central kitchen staffs regarding status of deliveries.
- Stocks food items at central and site kitchens and serving areas in compliance with health and sanitation standards.
- Loads, transports, unloads, and places into storage areas of food items, supplies, and/or equipment to ensure timely and accurate deliveries to various sites as directed.
- Ensures proper cleanliness and maintenance of delivery vehicles, holding areas, food site work and storage areas, and kitchen area restrooms.
- Performs other related duties as assigned for ensuring the efficient and effective functioning of the work unit and the District, including various mandatory District trainings.

## **KNOWLEDGE, SKILLS, AND ABILITIES**

*(At time of application)*

### **Knowledge of:**

- Safety practices and procedures, health standards, and food and material handling techniques
- Basic vehicle maintenance procedures and schedules
- Safe and efficient procedures for truck operation
- Proper methods of loading, unloading, and delivering food items, supplies, equipment, and furniture
- District geographic areas
- Safe driving practices, traffic laws, defensive driving techniques, and rules of the road
- Good safety practices in pushing, pulling, and lifting heavy objects

### **Skills and Abilities to:**

- Adhere to safety practices and equipment operation standards
- Schedule activities and meet deadlines, schedules, and timeframes
- Operate equipment safely and within standards
- Identify issues, solve problems, and select/carry out action plans
- Work with a wide diversity of individuals
- Operate utility vehicles in a safe manner and in conformance with State laws
- Operate a forklift, pallet jack, and material handling equipment
- Fill orders accurately from requisitions and pull sheets prior to loading and unloading product
- Communicate clearly and concisely in both oral and written forms
- Evaluate schedules and meet deadlines
- Plan and organize activities
- Interpersonal skills using tact, patience, and courtesy with students, administration, and staff
- Understand and carry out oral and written instruction
- Drive for extended periods, read maps and schedules, and adhere to route schedules
- Maintain written records



- Learn and observe legal and defensive driving practices
- Establish and maintain cooperative working relationships with staff, students, and the public
- Work independently with little direction
- Make common sense decisions in potentially critical situations
- Maintain assigned work areas in a clean, sanitary, and orderly condition

### **RESPONSIBILITY:**

Responsibilities include working under general supervision using standardized procedures, providing information and/or advising others, and operating within a defined budget.

### **JOB QUALIFICATIONS / REQUIREMENTS:**

*(At time of application and in addition to the Knowledge, Skills, and Abilities listed above.)*

### **EDUCATION REQUIRED:**

High School diploma or equivalent.

### **EXPERIENCE REQUIRED:**

Six (6) months experience in food services in a school cafeteria setting or a large restaurant or food preparation operation and experience operating a light truck making deliveries, loading, transporting, and unloading large boxes or other bulky items, and maintaining inventory controls.

### **LICENSE(S) REQUIRED:**

- Valid, current California Driver's License to operate assigned light truck to make deliveries to various sites in the District
- **Valid forklift operator certificate (must be obtained within six (6) months of employment)**

### **CERTIFICATIONS AND TESTING REQUIRED:**

- Pass the District's applicable proficiency exam for the job class with a satisfactory score
- Possession of, or ability and qualifications to obtain Food Safety Certification within **6 twelve (12)** months of appointment and failure to do so could result in release
- After an offer of employment, obtain:
  - Criminal Justice and FBI Fingerprint Clearance
  - Negative TB test result plus periodic post-employment retest as required (currently every four years)
  - Pre-employment physical exam D through the District's provider at the District's expense

### **WORK ENVIRONMENT / PHYSICAL DEMANDS:**

*(Must be performed with or without reasonable accommodations)*

- Performing duties in a commercial kitchen and food serving environment subject to heat from ovens, cold from walk-in refrigerators and freezers
- Lifting, carrying, pushing, and pulling heavy objects up to 52 pounds
- Standing and walking for extended periods of time
- Dexterity of hands and fingers to operate kitchen equipment and motor vehicle controls
- Carrying, pushing, or pulling food trays, carts, materials, and supplies
- Kneeling crouching and or stooping to retrieve items on lower shelves or to wipe spills
- Reaching overhead, above the shoulders, and horizontally



- Seeing to ensure proper quantities of food and operating a motor vehicle safely
- Hearing of sufficient clarity to receive verbal instructions and food and delivery orders and carry them out accurately
- Bending at the waist
- Exposure to very hot foods, equipment, and metal objects
- Exposure to sharp knives and slicers
- Exposure to cleaning and sanitizing agents

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## **MADERA UNIFIED SCHOOL DISTRICT PERSONNEL COMMISSION**

### **REGULAR MEETING AGENDA ITEM COVER PAGE**

**Meeting Date:** June 20, 2024

**Agenda Item:**

Discuss and approve the revised job classification for the Child Nutrition Technician

**Agenda Placement:**

Action

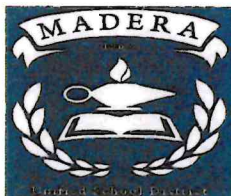
**Background:**

The Director of Child Nutrition has requested revisions to the Child Nutrition Technician classification. The strike-out language is highlighted in red in the Work Calendar, Characteristics, Essential Functions, Duties, and Tasks and Certification sections. The recommended change will bring the job classification up to date. It will also extend the time allowed to possess the Food Safety Certification from 6 to 12 months since the department provides the test yearly.

This recommended proposed action has been compiled as provided under the authority of California Education Code section 45276 and the Personnel Commission Rules 3.2.1. through 3.2.5.5 and 3.2.9. Review of positions that state that it is the responsibility of the Personnel Commission to classify duties of new or reorganized positions approved by the Board of Trustees.

**Recommendation:**

The Personnel Commission is recommended to approve the revised Child Nutrition Technician job classification.



**CLASSIFIED**  
**Job Classification Description**  
Equal Employment Opportunity

MADERA UNIFIED SCHOOL DISTRICT  
PERSONNEL COMMISSION  
APPROVED MOTION NO.  
DOCUMENT NO.  
DATED:

**CHILD NUTRITION TECHNICIAN**

**DEPARTMENT/SITE:** Child Nutrition Department

**SALARY SCHEDULE:** Classified Bargaining Unit

**SALARY RANGE:** 16

**WORK CALENDAR:** 2036 Days

**REPORTS TO:** Director – Child Nutrition or  
Assigned Supervisor

**FLSA:** Non-Exempt

**PURPOSE STATEMENT:**

Under the general direction of the Director of Child Nutrition, the Child Nutrition Technician provides support to the food service activities at an assigned location with specific responsibilities to prepare and serve food items to students and/or school personnel; to operate a section of the kitchen, such as main dish, bakery, or snack bar; and to maintain food service facilities in a safe and sanitary condition. The incumbents in this classification provide the school community with safely and reliably prepared and served food items at breakfast and lunch which directly supports student learning and achievement.

**DISTINGUISHING CHARACTERISTICS**

This is the third level in the Child Nutrition series. Positions in this class perform the full range of child nutrition food preparation and serving functions, duties, and responsibilities, including operating a section of the kitchen and filling in for the Child Nutrition **Senior Technician Manager** when that position is unavailable. Additionally, this classification is responsible to inspect food items and supplies to ensure product freshness and takes inventory to ensure items are reordered and replenished in a timely manner.

**ESSENTIAL FUNCTIONS, DUTIES, AND TASKS:**

*The following alphabetical list of functions, duties, and tasks is typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform other closely related or department-specific functions, duties, and tasks from those set forth below to address business needs and changing business practices.*

- Arranges food and beverage items for the purpose of serving them to students and staff in an efficient manner.
- Attends unit meetings, in-service training, and workshops for the purpose of gathering information required to perform job functions.
- Cleans utensils, equipment, storage, food preparation, and serving areas for the purpose of maintaining required sanitary conditions.
- Inspects food items and/or supplies for the purpose of verifying quantity, quality, and specifications of orders and/or complying with mandated health standards.
- Inventories food, condiments, and supplies for the purpose of ensuring the availability of items required for meeting projected menu requirements.
- Maintains equipment, storage, food preparation, and serving areas in a sanitary condition for the purpose of complying with current health standards.
- Performs functions of other nutritional services positions, as requested by supervisor for the purpose of ensuring adequate staff coverage within site nutritional services operations.
- May perform functions of the Child Nutrition **Senior Technician Manager**, as needed in their absence for

- the purpose of ensuring the efficient and effective functioning of the work unit.
- Prepares food and beverage items for the purpose of meeting mandated nutritional and projected meal requirements.
- Reports equipment malfunctions for the purpose of notifying the supervisor of the need for repair and/or replacement.
- Serves one or more items of food for the purpose of meeting mandated nutritional requirements and/or requests of students and school personnel.
- Performs other related duties as assigned for ensuring the efficient and effective functioning of the work unit and the District, including various mandatory District trainings.

## **KNOWLEDGE, SKILLS, AND ABILITIES**

*(At time of application)*

### **Knowledge of:**

- Methods and procedures to lead and operate a high school cafeteria or central production kitchen
- Operation of a computer terminal and point of sale terminal
- Principles and methods of quantity food service preparation serving and storage
- Standard kitchen equipment, utensils, and measurements
- Methods of computing food quantities required by weekly or monthly menus
- Sanitation and safety practices related to transporting and serving food
- Principles of nutrition
- Accurate record-keeping techniques
- Principles and practices of training and providing work direction
- Food services software and accountability program
- Interpersonal skills using tact, patience, and courtesy
- Correct English usage, grammar spelling, punctuation, and vocabulary
- District organization, operations, policies, objectives, and goals

### **Skills and Abilities to:**

- Adhere to safety practices
- Plan and manage projects and meet schedules with tight deadlines
- Prepare and maintain accurate records
- Operate standard office equipment including computers and assigned software as well as equipment found in a commercial kitchen
- Plan, organize, and oversee food service operations at an assigned location
- Estimate food quantities and requisition proper amounts for economical food service
- Operate standard cafeteria equipment and appliances
- Prepare nutritious and appetizing food in quantity as necessary to meet the nutritional needs of students and staff
- Maintain and prepare complete accurate and timely records
- Add, subtract, multiply, and divide quickly and accurately
- Communicate, understand, and follow both oral and written directions effectively
- Work independently with little direction and many interruptions
- Establish and maintain cooperative, effective, and collaborative working relationships with a diverse range of people
- Plan and organize work to meet schedules and timelines
- Train, contribute to evaluations, monitor that district expectations are being met, and regularly support professional growth
- Account accurately for cash transactions
- Learn new or updated computer systems and programs



- Communicate effectively both orally and in writing
- Operate food services software and accountability program
- Inspect and report quality control inconsistencies, such as outdated or expired food products or tainted appearance of food items
- Communicate using patience and courtesy in a manner that reflects positively on the organization
- Learn District organization, operations, policies, objectives, and goals
- Participate actively in meeting District goals and outcomes
- Apply integrity and trust in all situations

### **RESPONSIBILITY:**

Responsibilities include: working under general 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.

### **JOB QUALIFICATIONS / REQUIREMENTS:**

*(At time of application and in addition to the Knowledge, Skills, and Abilities listed above.)*

### **EDUCATION REQUIRED:**

High School diploma or equivalent.

### **EXPERIENCE REQUIRED:**

Two (2) years working experience in a school food service program; or entree cook or baker with experience. Experience in supervising and delegating to others is preferred.

### **LICENSE(S) REQUIRED:**

- None required.

### **CERTIFICATIONS AND TESTING REQUIRED:**

- Pass the District's applicable proficiency exam for the job class with a satisfactory score
- Possession of, or ability and qualifications to obtain Food Safety Certification ~~6~~-**twelve (12)** months of appointment and failure to do so could result in release
- After an offer of employment, obtain:
  - Criminal Justice and FBI Fingerprint Clearance
  - Negative TB test result plus periodic post-employment retest as required (currently every four years)
  - Pre-employment physical exam D through the District's provider at the District's expense

### **WORK ENVIRONMENT / PHYSICAL DEMANDS:**

*(Must be performed with or without reasonable accommodations)*

- Performing duties in a commercial kitchen and food serving environment subject to heat from ovens, cold from walk-in refrigerators and freezers
- Lifting, carrying, pushing, and pulling heavy objects up to 52 pounds
- Standing and walking for extended periods of time
- Sitting for extended periods of time to prepare reports, place orders, set schedules,
- Dexterity of hands and fingers to operate kitchen equipment
- Carrying, pushing, or pulling food trays, carts, materials, and supplies
- Kneeling crouching and or stooping to retrieve items on lower shelves or to wipe spills
- Reaching overhead, above the shoulders, and horizontally
- Seeing to ensure proper quantities of food
- Hearing of sufficient clarity to receive verbal instructions and food orders and carry them out accurately

- Bending at the waist
- Exposure to very hot foods, equipment, and metal objects

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## **MADERA UNIFIED SCHOOL DISTRICT PERSONNEL COMMISSION**

### **REGULAR MEETING AGENDA ITEM COVER PAGE**

**Meeting Date:** June 20, 2024

**Agenda Item:**

Discuss and approve the revised job classification for the Child Nutrition Technician - Lead

**Agenda Placement:**

Action

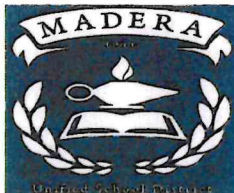
**Background:**

The Director of Child Nutrition has requested revisions to the Child Nutrition Technician – Lead classification. The strike-out language is highlighted in red in the Purpose Statement, Essential Functions, Duties, and Tasks, Licenses, and Certification sections. The recommended change will bring the job classification up to date. It will also extend the time allowed to possess the Food Safety Certification from 6 to 12 months since the department provides the test yearly.

This recommended proposed action has been compiled as provided under the authority of California Education Code section 45276 and the Personnel Commission Rules 3.2.1. through 3.2.5.5 and 3.2.9. Review of positions that state that it is the responsibility of the Personnel Commission to classify duties of new or reorganized positions approved by the Board of Trustees.

**Recommendation:**

The Personnel Commission is recommended to approve the revised Child Nutrition Technician – Lead job classification.



**CLASSIFIED**  
**Job Classification Description**  
Equal Employment Opportunity

MADERA UNIFIED SCHOOL DISTRICT  
PERSONNEL COMMISSION  
APPROVED MOTION NO.  
DOCUMENT NO.  
DATED:

**CHILD NUTRITION TECHNICIAN – LEAD**

**DEPARTMENT/SITE:** Child Nutrition or School Site

**REPORTS TO:** Director of Child Nutrition or assigned supervisor

**SALARY SCHEDULE:** Classified Bargaining Unit

**SALARY RANGE:** 20

**WORK CALENDAR:** 261 Days

**FLSA:** Non-Exempt

**PURPOSE STATEMENT:**

Under the direction of the **Operations Supervisor - Child Nutrition Supervisor** or **Specialist Child Nutrition Speciality Services - Supervisor**, the Child Nutrition Technician - Lead provides support to the food service activities at assigned locations with specific responsibilities for the preparation and serving of food in the school cafeteria and/or central kitchen. The incumbents in this classification provide the school community with safely and reliably prepared and served food items at breakfast and lunch which directly supports student learning and achievement.

**DISTINGUISHING CHARACTERISTICS**

This is the fourth level in the Child Nutrition series. Positions in this class serve in a lead capacity at an assigned site (a middle school or central kitchen), giving direction and coordination to other child nutrition staff at the site and receiving, preparing, and serving bulk food.

**ESSENTIAL FUNCTIONS, DUTIES, AND TASKS:**

*The following alphabetical list of functions, duties, and tasks is typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform other closely related or department-specific functions, duties, and tasks from those set forth below to address business needs and changing business practices.*

- Acts as the lead person, gives directions, and assigns duties to personnel at the site location.
- Assists in maintaining the security of food service operations.
- Assumes the role of lead in the planning, organizing, and overseeing food service operations, i.e., packaging and storage of food in accordance with established guidelines; enters food orders into Food Service Inventory software.
- Estimates and prepares appropriate food quantities as needed.
- Maintains accurate records of supplies and food items prepared and sold.
- Maintains timely, regular, and consistent attendance at work.
- Monitors and maintains food safety standards related to equipment, food, and personnel behaviors.
- Performs functions of other nutritional services positions, as requested by supervisor for the purpose of ensuring adequate staff coverage within site nutritional services operations.
- Prepares food and beverage items for the purpose of meeting mandated nutritional and projected



meal requirements.

- Reports equipment malfunctions for the purpose of notifying the **Child Nutrition** Operations Supervisor- **Child Nutrition** of the need for repair and/or replacement.
- Serves one or more items of food for the purpose of meeting mandated nutritional requirements and/or requests of students and school personnel.
- Performs other related duties as assigned for ensuring the efficient and effective functioning of the work unit and the District, including various mandatory District trainings.

## **KNOWLEDGE, SKILLS, AND ABILITIES**

*(At time of application)*

### **Knowledge of:**

- Methods and procedures to lead and operate a high school cafeteria or central production kitchen
- Operation of a computer terminal and point of sale terminal
- Principles and methods of quantity food service preparation serving and storage
- Standard kitchen equipment, utensils, and measurements
- Methods of computing food quantities required by weekly or monthly menus
- Sanitation and safety practices related to transporting and serving food
- Principles of nutrition
- Accurate record-keeping techniques
- Principles and practices of training and providing work direction
- Food services software and accountability program
- Interpersonal skills using tact, patience, and courtesy
- Correct English usage, grammar spelling, punctuation, and vocabulary
- District organization, operations, policies, objectives, and goals.

### **Skills and Abilities to:**

- Adhere to safety practices
- Plan and manage projects and meet schedules with tight deadlines
- Prepare and maintain accurate records\
- Operate standard office equipment including computers and assigned software as well as equipment found in a commercial kitchen
- Plan, organize, and oversee food service operations at an assigned location
- Estimate food quantities and requisition proper amounts for economical food service
- Operate standard cafeteria equipment and appliances
- Prepare nutritious and appetizing food in quantity as necessary to meet the nutritional needs of students and staff
- Maintain and prepare complete accurate and timely records
- Add, subtract, multiply, and divide quickly and accurately
- Communicate, understand, and follow both oral and written directions effectively
- Work independently with little direction and many interruptions
- Establish and maintain cooperative, effective, and collaborative working relationships with a diverse range of people
- Plan and organize work of self and others to meet schedules and timelines
- Train, contribute to evaluations, monitor that district expectations are being met, and regularly support professional growth

- Account accurately for cash transactions
- Learn new or updated computer systems and programs
- Communicate effectively both orally and in writing
- Operate food services software and accountability program
- Inspect and report quality control inconsistencies, such as outdated or expired food products or tainted appearance of food items
- Communicate using patience and courtesy in a manner that reflects positively on the organization
- Learn District organization, operations, policies, objectives, and goals
- Participate actively in meeting District goals and outcomes
- Apply integrity and trust in all situations

### **RESPONSIBILITY:**

Responsibilities include working under general 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.

### **JOB QUALIFICATIONS / REQUIREMENTS:**

*(At time of application and in addition to the Knowledge, Skills, and Abilities listed above.)*

### **EDUCATION REQUIRED:**

High School diploma or equivalency.

### **EXPERIENCE REQUIRED:**

Three (3) years of experience in quantity food cooking, baking, and preparation. Some experience in leading, coordinating work, and delegating to or supervising employees is preferred.

### **LICENSE(S) REQUIRED:**

- Valid, current California Driver's License to drive a personal vehicle to other district sites when needed to transport monies and/or make bank deposits in the absence of the Child Nutrition **Senior Technician Manager** and supervisor

### **CERTIFICATIONS AND TESTING REQUIRED:**

- Pass the District's applicable proficiency exam for the job class with a satisfactory score
- Possession of, or ability and qualifications to obtain Food Safety Certification within **6 twelve (12)** months of appointment and failure to do so could result in release
- After an offer of employment, obtain:
  - Criminal Justice and FBI Fingerprint Clearance
  - Negative TB test result plus periodic post-employment retest as required (currently every four years)
  - Pre-employment physical exam D through the District's provider at the District's expense

### **WORK ENVIRONMENT / PHYSICAL DEMANDS:**

*(Must be performed with or without reasonable accommodations)*

- Performing duties in a commercial kitchen and food serving environment subject to heat from ovens, cold from walk-in refrigerators and freezers
- Lifting, carrying, pushing, and pulling heavy objects up to 52 pounds

- Standing and walking for extended periods of time
- Sitting for extended periods of time to prepare reports, place orders, set schedules,
- Dexterity of hands and fingers to operate kitchen equipment
- Carrying, pushing, or pulling food trays, carts, materials, and supplies
- Kneeling crouching and or stooping to retrieve items on lower shelves or to wipe spills
- Reaching overhead, above the shoulders, and horizontally
- Seeing to ensure proper quantities of food
- Hearing of sufficient clarity to receive verbal instructions and food orders and carry them out accurately
- Bending at the waist
- Exposure to very hot foods, equipment, and metal objects



## **MADERA UNIFIED SCHOOL DISTRICT PERSONNEL COMMISSION**

### **REGULAR MEETING AGENDA ITEM COVER PAGE**

**Meeting Date:** June 20, 2024

**Agenda Item:**

Discuss and approve the revised job classification for the Child Nutrition Senior Technician

**Agenda Placement:**

Action

**Background:**

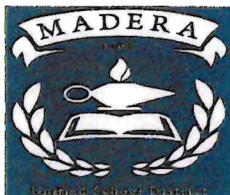
The Director of Child Nutrition has requested revisions to the Child Nutrition Senior Technician classification. The strike-out language is highlighted in red in the Purpose Statement, Essential Functions, Duties, and Tasks and Certification sections. The recommended change will bring the job classification up to date. It will also extend the time allowed to possess the Food Safety Certification from 6 to 12 months since the department provides the test yearly.

This recommended proposed action has been compiled as provided under the authority of California Education Code section 45276 and the Personnel Commission Rules 3.2.1. through 3.2.5.5 and 3.2.9. Review of positions that state that it is the responsibility of the Personnel Commission to classify duties of new or reorganized positions approved by the Board of Trustees.

**Recommendation:**

The Personnel Commission is recommended to approve the revised Child Nutrition Senior Technician job classification.





**CLASSIFIED**  
**Job Classification Description**  
Equal Employment Opportunity

MADERA UNIFIED SCHOOL DISTRICT  
PERSONNEL COMMISSION  
APPROVED MOTION NO  
DOCUMENT NO.  
DATED:

**CHILD NUTRITION SENIOR TECHNICIAN**

**DEPARTMENT/SITE:** Child Nutrition

**SALARY SCHEDULE:** Classified Bargaining Unit

**SALARY RANGE:** 25

**WORK CALENDAR:** 261 Days

**REPORTS TO:** Director of Child Nutrition or  
Assigned Supervisor

**FLSA:** Non-Exempt

**PURPOSE STATEMENT:**

Under the general direction of the Child Nutrition Director and the supervision of the **Supervising** Child Nutrition Speciality Services Supervisor **Specialist** provides support to the food service activities at a large high school location with specific responsibilities for organizing food preparation activities; overseeing and assisting cafeteria workers with food preparation and serving; confirming that quality and quantities and quality of food items are available for use; providing written reports; and complying with mandated health requirements. The incumbents in this classification provide the school community with safely and reliably prepared and served food items at breakfast and lunch which directly supports student learning and achievement.

**DISTINGUISHING CHARACTERISTICS**

This is the fifth level in the Child Nutrition series. Positions in this class serve in a lead capacity to provide coordination and direction to lower-level child nutrition workers engaged in preparing and serving meals in a large, institutional-type kitchen and food service area (typically at a high school).

**ESSENTIAL FUNCTIONS, DUTIES, AND TASKS:**

*The following alphabetical list of functions, duties, and tasks is typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform other closely related or department-specific functions, duties, and tasks from those set forth below to address business needs and changing business practices.*

- Collaborates with the **Child Nutrition** Operations Supervisor - **Child Nutrition** and the **supervising** Child Nutrition **Specialty Services Supervisor Specialist** regarding cafeteria needs, conditions, and menu changes.
- Ensure the accuracy of daily reports of meals served.
- Ensures proper sanitation, cleanliness, and maintenance of equipment and supplies used in the food service operation thereby providing a safe, clean, and orderly learning and working environment; ensures compliance with safety and sanitation regulations.
- Enters food orders into food service inventory software.
- Estimates and requisitions meal/food quantities, and supplies needed; receive, inspect, verify, and accept delivery of meal/food and supplies; utilize proper methods of storing foods.
- Maintains high-quality food standards related to taste, appearance, and good, balanced nutrition;

- maintains Federal and state standards related to school food preparation.
- Operates a variety of food production equipment, machines, and tools used in a school cafeteria/ central kitchen for food preparation and serving.
- Plans, organizes, and oversees the food service operations at an assigned high school or central kitchen; oversees the preparation to meet the needs of students and staff and the serving, packaging, and storage of food in accordance with established guidelines and procedures.
- Prepares and maintains a variety of accurate periodic and requested timely reports and records such as inventories, requisitions, daily reports, menu planning, production sheets, recorded meal counts, and delivery of food items from transport records.
- Prioritizes, schedules, and oversees work of assigned personnel; trains, reports discipline needs, and provides input for management's evaluation of assigned staff.
- Provides timely quality service in the serving of meals to students, teachers, and other staff; participates in food preparation and serving as needed, ensuring compliance with serving and portion size requirements.
- Performs other related duties as assigned for ensuring the efficient and effective functioning of the work unit and the District, including various mandatory District trainings.

## **KNOWLEDGE, SKILLS, AND ABILITIES**

*(At time of application)*

### **Knowledge of:**

- Methods and procedures to lead and operate a high school cafeteria or central production kitchen
- Operation of a computer terminal and point of sale terminal
- Principles and methods of quantity food service preparation serving and storage
- Standard kitchen equipment, utensils, and measurements
- Methods of computing food quantities required by weekly or monthly menus
- Sanitation and safety practices related to transporting and serving food
- Principles of nutrition
- Accurate record-keeping techniques
- Principles and practices of training and providing work direction
- Food services software and accountability program
- Interpersonal skills using tact, patience, and courtesy
- Correct English usage, grammar spelling, punctuation, and vocabulary
- District organization, operations, policies, objectives, and goals.

### **Skills and Abilities to:**

- Adhere to safety practices
- Plan and manage projects and meet schedules with tight deadlines
- Prepare and maintain accurate records\
- Operate standard office equipment including computers and assigned software as well as equipment found in a commercial kitchen
- Plan, organize, and oversee food service operations at an assigned location
- Estimate food quantities and requisition proper amounts for economical food service
- Operate standard cafeteria equipment and appliances
- Prepare nutritious and appetizing food in quantity as necessary to meet the nutritional needs of students and staff



- Maintain and prepare complete accurate and timely records
- Add, subtract, multiply, and divide quickly and accurately
- Communicate, understand, and follow both oral and written directions effectively
- Work independently with little direction and many interruptions
- Establish and maintain cooperative, effective, and collaborative working relationships with a diverse range of people
- Plan and organize work to meet schedules and timelines
- Train, contribute to evaluations, monitor that district expectations are being met, and regularly support professional growth
- Account accurately for cash transactions
- Learn new or updated computer systems and programs
- Communicate effectively both orally and in writing
- Operate food services software and accountability program
- Inspect and report quality control inconsistencies, such as outdated or expired food products or tainted appearance of food items
- Communicate using patience and courtesy in a manner that reflects positively on the organization
- Learn District organization, operations, policies, objectives, and goals
- Participate actively in meeting District goals and outcomes
- Apply integrity and trust in all situations

#### **RESPONSIBILITY:**

Responsibilities include working under limited supervision, following standardized practices and/or methods, and directing other persons within a work unit. Utilization of some resources from other work units is often required to perform the job's functions.

#### **JOB QUALIFICATIONS / REQUIREMENTS:**

*(At time of application and in addition to the Knowledge, Skills, and Abilities listed above.)*

#### **EDUCATION REQUIRED:**

High School diploma or equivalent.

#### **EXPERIENCE REQUIRED:**

Three and one-half (3.5) years of experience in quantity food cooking, baking, and preparation and some experience in delegating or supervising employees preferred.

#### **LICENSE(S) REQUIRED:**

- Valid, current California Driver's License to drive personal vehicle to other district locations for training and meetings and to make bank deposits or transfer funds to the Child Nutrition Department

#### **CERTIFICATIONS AND TESTING REQUIRED:**

- Pass the District's applicable proficiency exam for the job class with a satisfactory score
- Possession of, or ability and qualifications to obtain Food Safety Certification within ~~6~~twelve (12) months of appointment and failure to do so could result in release
- After an offer of employment, obtain:

- Criminal Justice and FBI Fingerprint Clearance
- Negative TB test result plus periodic post-employment retest as required (currently every four years)
- Pre-employment physical exam D through the District's provider at the District's expense

**WORK ENVIRONMENT / PHYSICAL DEMANDS:**

*(Must be performed with or without reasonable accommodations)*

- Performing duties in a commercial kitchen and food serving environment subject to heat from ovens, cold from walk-in refrigerators and freezers
- Lifting, carrying, pushing, and pulling heavy objects up to 52 pounds
- Standing and walking for extended periods of time
- Sitting for extended periods of time to prepare reports, place orders, set schedules,
- Dexterity of hands and fingers to operate kitchen equipment
- Carrying, pushing, or pulling food trays, carts, materials, and supplies
- Kneeling crouching and or stooping to retrieve items on lower shelves or to wipe spills
- Reaching overhead, above the shoulders, and horizontally
- Seeing to ensure proper quantities of food
- Hearing of sufficient clarity to receive verbal instructions and food orders and carry them out accurately
- Bending at the waist
- Exposure to very hot foods, equipment, and metal objects
- Exposure to sharp knives and slicers
- Exposure to cleaning and sanitizing agents



## **MADERA UNIFIED SCHOOL DISTRICT PERSONNEL COMMISSION**

### **REGULAR MEETING AGENDA ITEM COVER PAGE**

**Meeting Date:** June 20, 2024

**Agenda Item:**

Discuss and approve the revised job classification for the Child Nutrition Specialty Services Supervisor

**Agenda Placement:**

Action

**Background:**

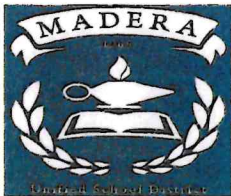
The Director of Child Nutrition has requested revisions to the Child Nutrition Specialty Services Supervisor classification. The strike-out language is highlighted in red in the Licenses and Certification sections. The recommended change will bring the job classification up to date. It will also extend the time allowed to possess the Food Safety Certification from 6 to 12 months since the department provides the test yearly.

This recommended proposed action has been compiled as provided under the authority of California Education Code section 45276 and the Personnel Commission Rules 3.2.1. through 3.2.5.5 and 3.2.9. Review of positions that state that it is the responsibility of the Personnel Commission to classify duties of new or reorganized positions approved by the Board of Trustees.

**Recommendation:**

The Personnel Commission is recommended to approve the revised Child Nutrition Specialty Services Supervisor job classification.





**CLASSIFIED**  
**Job Classification Description**  
Equal Employment Opportunity

MADERA UNIFIED SCHOOL DISTRICT  
PERSONNEL COMMISSION  
APPROVED MOTION NO.  
DOCUMENT NO.  
DATED:

**CHILD NUTRITION SPECIALTY SERVICES SUPERVISOR**

**DEPARTMENT/SITE:** Child Nutrition

**SALARY SCHEDULE:** Classified Supervisory

**SALARY RANGE:** 6

**WORK CALENDAR:** 261 Days

**REPORTS TO:** Director of Child Nutrition

**FLSA:** Non-Exempt

**PURPOSE STATEMENT:**

Under the direction of the Director of Child Nutrition, the Child Nutrition Specialty Services Supervisor supports the educational process with specific responsibility for planning, organizing, directing, and reviewing the District's food service operations; plans the Master Menu, especially for students identified with special nutrition needs; monitors analyzes and reports nutrient analysis; and ensures compliance with federal requirements and other regulations pertaining to the District's nutrition program. The incumbents in this classification provide the school community with meals that meet student's nutritional requirements which directly support student learning and achievement.

**ESSENTIAL FUNCTIONS, DUTIES, AND TASKS:**

*The following alphabetical list of functions, duties, and tasks is typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform other closely related or department-specific functions, duties, and tasks from those set forth below to address business needs and changing business practices.*

- Assists as directed by the Assistant Director of Child Nutrition with ensuring that Federal guidelines are followed for the child nutrition program provided to the general student population.
- Coordinates food preparation for special events such as field trip meals and other off-site activities requiring availability of food/meals.
- Coordinates with Child Nutrition personnel for the purpose of implementing and maintaining services and/or programs.
- Develops and tests recipes occasionally as directed for the purpose of determining attractive food presentation, taste, and compliance with child nutrition standards.
- Implements assigned activities and/or projects for the purpose of complying with regulatory requirements and established guidelines.
- Meets with various Child Nutrition staff site leads and supervisors to identify issues and address problems requiring supervisory attention.
- Operates specialized equipment used to wrap meals for transport, including troubleshooting minor issues and calling for servicing as needed.
- Participates in meetings, workshops, and seminars to convey and/or gather information, identify new ways to better serve students, and/or improve the taste and freshness of meals.
- Plans the District's Master Menu for students identified with special dietary needs (e.g., allergens, specialty food requirements) for the purpose of ensuring that federal guidelines are



followed for child nutrition programs.

- Prepares a variety of materials (e.g., reports, spreadsheets, transport logs, memos, letters, procedures, manuals, etc.) to document activities, meal counts, providing written reference, and/or conveying information.
- Recommends policies, procedures, and/or actions (e.g., food purchases, equipment, menus, programs, etc.) for new programs and providing feedback to meet the district's goals and objectives for child nutrition.
- Supervises a small staff in Child Nutrition to order specialty products and maintain equipment for specialty meals and non-allergen dietary requirements.
- Performs other related duties as assigned for ensuring the efficient and effective functioning of the work unit and the District, including various mandatory District trainings.

## **KNOWLEDGE, SKILLS, AND ABILITIES**

*(At time of application)*

### **Knowledge of:**

- All Child Nutrition program requirements and guidelines
- Health and sanitation standards/hazards and safety practices and procedures related to quantity food handling, preparation, and serving
- Food and nutrition principles and food technology
- Recipe development and analysis
- Principles and practices of supervision and training

### **Skills and Abilities to:**

- Apply appropriately and effectively principles and practices of supervision and training
- Adapt to changing work priorities, processes, and procedures
- Communicate and work with diverse groups and individuals
- Plan and manage projects
- Assign tasks to employees and evaluate their performance
- Provide guidance and feedback to team members
- Analyze issues to solve problems and create action plans
- Set priorities and meet deadlines and schedules
- Work independently with minimal direction
- Follow oral and written instructions, directions, procedures, and protocols relating to Child Nutrition Services
- Work as part of a team
- Process and work with detailed information and data
- Operate standard office equipment including a variety of assigned hardware and software applications
- Prepare and maintain accurate records

## **RESPONSIBILITY:**

Responsibilities include: working under limited supervision using standardized practices and/or methods; leading, guiding, and/or coordinating others; and tracking budget expenditures. Utilization of resources from other work units may be required to perform the job's functions. There is a continual opportunity to impact the organization's services.

## **JOB QUALIFICATIONS / REQUIREMENTS:**

*(At time of application and in addition to the Knowledge, Skills, and Abilities listed above.)*

### **EDUCATION REQUIRED:**

An Associate degree from a nationally approved accredited college or university in food service management, nutrition, or related field.

### **EXPERIENCE REQUIRED:**

Three (3) years of work experience in a large food facility that included volume food handling, preparation, storage, and serving and that included supervisory experience delegating work to employees and providing performance evaluation. Experience in a school food service program at both the elementary and secondary school levels is preferred.

### **LICENSE(S) REQUIRED:**

- Valid, current California Driver's License for travel to/from District Office and school sites and to workshops, conferences, and training relative to the performance of job functions, duties, and responsibilities.
- ~~Food Handler Certificate~~
- ~~Food Manager Certificate~~
- ~~First Aid/CPR and defibrillator certificate~~

### **CERTIFICATIONS AND TESTING REQUIRED:**

- Pass the District's applicable proficiency exam for the job class with a satisfactory score
- Possession of, or ability and qualifications to obtain the Food Manager Certificate within twelve (12) months of appointment and failure to do so could result in release
- After an offer of employment, obtain:
  - Criminal Justice and FBI Fingerprint Clearance
  - Negative TB test result plus periodic post-employment retest as required (currently every four years)
  - Pre-employment physical exam B through the District's provider

### **WORK ENVIRONMENT / PHYSICAL DEMANDS:**

*(Must be performed with or without reasonable accommodations)*

- Generally, the job requires extensive sitting, with some walking and standing
- Lifting, carrying, pushing, and/or pulling files and other office objects
- Stooping/crouching, reaching/handling, bending at the waist, kneeling, reaching, handling or crouching to retrieve and store materials
- Dexterity of hands and fingers to operate a computer keyboard and maintain paper files and documents
- Hearing and speaking to exchange information
- Visual acuity to see/read documents and computer screen



## **MADERA UNIFIED SCHOOL DISTRICT PERSONNEL COMMISSION**

### **REGULAR MEETING AGENDA ITEM COVER PAGE**

**Meeting Date:** June 20, 2024

**Agenda Item:**

Discuss and approve the revised job classification for the Supervisor - Child Nutrition Warehouse

**Agenda Placement:**

Action

**Background:**

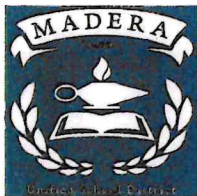
The Director of Child Nutrition has requested revisions to the Supervisor - Child Nutrition Warehouse classification. The strike-out language is highlighted in red in the Certification section. The recommended changes will add to the requirement for a valid Forklift Operator Certificate, which must be obtained within six months. It will also extend the time allowed to possess the Food Safety Certification from six to twelve months since the department provides the test yearly.

This recommended proposed action has been compiled as provided under the authority of California Education Code section 45276 and the Personnel Commission Rules 3.2.1. through 3.2.5.5 and 3.2.9. Review of positions that state that it is the responsibility of the Personnel Commission to classify duties of new or reorganized positions approved by the Board of Trustees.

**Recommendation:**

The Personnel Commission is recommended to approve the revised Supervisor - Child Nutrition Warehouse job classification.





**CLASSIFIED**  
**Job Classification Description**  
Equal Employment Opportunity

MADERA UNIFIED SCHOOL DISTRICT  
PERSONNEL COMMISSION  
APPROVED MOTION NO.  
DOCUMENT NO.  
DATED:

**SUPERVISOR – CHILD NUTRITION WAREHOUSE**

**DEPARTMENT/SITE:** Child Nutrition

**SALARY SCHEDULE:** Classified Supervisory

**SALARY RANGE:** 9

**WORK CALENDAR:** 261 Days

**REPORTS TO:** Director of Child Nutrition

**FLSA:** Exempt

**PURPOSE STATEMENT:**

Under the direction of the Director of Child Nutrition, the Supervisor - Child Nutrition Warehouse, plans, organizes, and participates in the maintenance of a centralized warehouse operations that receives, stores perishable goods; trains, assigns, supervises, and evaluates assigned staff. The incumbents in this classification provide the school community with timely receipt, storage, and delivery of items for child nutrition services which directly supports student learning and achievement.

**DISTINGUISHING CHARACTERISTICS**

Positions in this class are responsible for the receipt, storage, and delivery of supplies, equipment, and perishable foods requiring refrigeration during storage and transport and the supervision of positions that must adhere to food safety practices and standards. Positions in this class are distinguished from other warehouse positions in the district that are not responsible for food safety standards and monitoring of temperatures for walk-in freezers and refrigerators.

**ESSENTIAL FUNCTIONS, DUTIES, AND TASKS:**

*The following alphabetical list of functions, duties, and tasks is typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform other closely related or department-specific functions, duties, and tasks from those set forth below to address business needs and changing business practices.*

- Drafts standard operating procedures for the District Child Nutrition Warehouse and its systems.
- Ensures delivery and serving of prepared food items ordered for consumption at tournaments and other scheduled events
- Maintains a variety of reports, documents, schedules, and policies pertaining to storage, equipment maintenance costs, inventory, and supplies.
- Monitors warehousing systems; operates a computer to enter data, correct errors, and control input screens as required.
- Observes health and safety regulations; maintain the warehouse in a clean, safe, and orderly condition.
- Operates and demonstrates the use of specialized warehouse equipment (e.g., forklifts, pallet wrappers, kitchen wrappers) as necessary; ensures proper and routine maintenance and servicing of warehouse vehicles and equipment.



- Plans, organizes and participates in daily warehouse operations and activities, including the receipt, documentation, storage, safety, and distribution of food and maintenance of physical inventory.
- Prepares and maintains a variety of records and logs (e.g., work orders, pick slips, weekly vehicle logs) and prepares reports as required; file records as required.
- Routes and schedules orders for delivery and pick up at various food serving areas and kitchens throughout the District.
- Participates in final selection interviews providing input and suggestions for hiring; conducts performance reviews and evaluations of assigned warehouse and delivery staff/crew.
- Supervises the processing of requisitions and requests to invoices for reimbursement of warehouse codes; completes requisitions for needed materials to ensure adequate stock levels.
- Trains, supervises, and assists in the evaluation performance of assigned warehouse employees; assigns workloads to warehouse workers.
- Works on special projects as assigned (e.g., planning for a larger warehouse facility).
- Performs other related duties as assigned for ensuring the efficient and effective functioning of the work unit and the District, including various mandatory District trainings.

## **KNOWLEDGE, SKILLS, AND ABILITIES**

*(At time of application)*

### **Knowledge of:**

- Warehousing, inventorying, and stock control methods and procedures
- Warehouse operations, procedures, equipment, and terminology
- Methods of receiving, inspecting, and issuing products
- Materials, equipment, and supplies used in a school district nutrition services operations program and warehouse
- Operation of a forklift and other assigned vehicles and equipment
- Space utilization and inventory techniques
- Proper methods of storing equipment, materials, and supplies
- Health and safety regulations
- Record-keeping techniques
- Principles and practices of training and providing work direction
- Interpersonal skills using tact, patience, and courtesy
- Automated warehouse inventory system

### **Skills and Abilities to:**

- Plan, organize, supervise, lead, schedule work, and participate in the operations and activities of the District Child Nutrition Warehouse
- Train, supervise, and evaluate personnel
- Communicate effectively both orally and in writing
- Utilize space efficiently and effectively to achieve maximum storage capacity
- Maintain a computerized inventory system of child nutrition commodities, food, and supplies
- Operate warehouse vehicles, machines, and equipment (e.g., forklifts, refrigerated trucks)
- Receive, issue, store, and return warehouse stock and supplies

- Maintain accurate records of stock transactions
- Learn to operate a computer terminal and warehouse-related software and other productivity software as assigned by the District's Child Nutrition Department
- Work independently with little direction
- Observe health and safety regulations
- Read, interpret, apply, and explain rules, regulations, policies, and procedures pertaining to the operation of the District Child Nutrition Warehouse

### **RESPONSIBILITY:**

Responsibilities include working under limited supervision using standardized practices and/or methods, supervising an operational department, and monitoring budget expenditures. Utilization of significant resources from other work units is sometimes required to perform the job's functions. There is a continual opportunity to impact the organization's services.

### **JOB QUALIFICATIONS / REQUIREMENTS:**

*(At time of application and in addition to the Knowledge, Skills, and Abilities listed above.)*

### **EDUCATION REQUIRED:**

High school diploma or equivalent.

### **EXPERIENCE REQUIRED:**

Three (3) years of progressively responsible experience performing a variety of warehouse-related duties, including but not limited to order fulfillment, inventory control and analysis, order entry, inventory accounting/ identification, receiving truck deliveries, and monitoring temperature controls. One year of experience as a warehouse lead person or supervisor is strongly preferred.

### **LICENSE(S) REQUIRED:**

- Valid, current California Driver's License for operating a delivery vehicle and for travel to/from District Office and school sites and to workshops, conferences, and training relative to the performance of job functions, duties, and responsibilities

### **CERTIFICATIONS AND TESTING REQUIRED:**

- Pass the District's applicable proficiency exam for the job class with a satisfactory score
- **Valid Forklift Operator Certificate (must be obtained within six (6) months of employment)**
- Possession of, or ability and qualifications to obtain Food Safety Certification within **twelve** ~~six~~ **(6 12)** months appointment and failure to do so could result in release
- After an offer of employment, obtain:
  - Criminal Justice and FBI Fingerprint Clearance
  - Negative TB test result plus periodic post-employment retest as required (currently every four years)
  - Pre-employment physical exam D through the District's provider at the District's expense

### **WORK ENVIRONMENT / PHYSICAL DEMANDS:**

*(Must be performed with or without reasonable accommodations)*

- The job is performed both in an office and outside, subject to extreme temperatures and hazards related to operating delivery vehicles, forklifts, and entering walk-in freezers and refrigerators

- Requires significant walking and standing, and some sitting
- Lifting, carrying, pushing, and/or pulling objects weighing up to 40 lbs.
- Some stooping, kneeling, crouching, and/or crawling
- Significant manual finger dexterity
- Dexterity of hands and fingers to operate warehouse tools and equipment, a computer keyboard, and paper files and documents
- Hearing and speaking to exchange information
- Visual acuity to see/read documents, computer screen, temperature indicators, and to perform detailed work in the field
- Operation of a delivery truck to transport food, equipment, and supplies to various sites

DRAFT





## **MADERA UNIFIED SCHOOL DISTRICT PERSONNEL COMMISSION**

### **REGULAR MEETING AGENDA ITEM COVER PAGE**

**Meeting Date:** June 20, 2024

**Agenda Item:**

Discuss and approve the revised job classification for the Warehouse Assistant

**Agenda Placement:**

Action

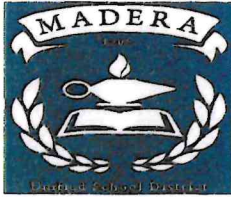
**Background:**

The Director of Child Nutrition has requested revisions to the Warehouse Assistant classification. The strike-out language is highlighted in red in the Certification section. The recommended change will bring the job classification up to date. It will also extend the time allowed to possess the Food Safety Certification from 6 to 12 months since the department provides the test yearly.

This recommended proposed action has been compiled as provided under the authority of California Education Code section 45276 and the Personnel Commission Rules 3.2.1. through 3.2.5.5 and 3.2.9. Review of positions that state that it is the responsibility of the Personnel Commission to classify duties of new or reorganized positions approved by the Board of Trustees.

**Recommendation:**

The Personnel Commission is recommended to approve the revised Warehouse Assistant job classification.



**CLASSIFIED**  
**Job Classification Description**  
Equal Employment Opportunity

MADERA UNIFIED SCHOOL DISTRICT  
PERSONNEL COMMISSION  
APPROVED MOTION NO.  
DOCUMENT NO.  
DATED:

**WAREHOUSE ASSISTANT**

**DEPARTMENT/SITE:** Warehouse/ Central or  
Child Nutrition

**SALARY SCHEDULE:** Classified Salary Schedule

**SALARY RANGE:** 25

**WORK CALENDAR:** 261 Days

**REPORTS TO:** Assigned Director/Warehouse  
Supervisor

**FLSA:** Non-Exempt

**PURPOSE STATEMENT:**

Under the general direction of an assigned Director, and the supervision of a Warehouse Supervisor, the Warehouse Assistant participates in a variety of warehouse operations; and receives, inspects, verifies, and stores a variety of food items, equipment, supplies, and other materials ordered by the District; pulls items from inventory to fill requisitions; transports and distributes orders over designated routes; ensures safe operation of vehicles, and loading and unloading orders. The incumbents in this classification provide the school community with the warehousing and distribution of a variety of goods that directly support student learning and achievement.

**DISTINGUISHING CHARACTERISTICS:**

The Warehouse Assistant the journey-level class responsible for warehouse operations and day-to-day transport of a variety of items between assigned warehouse(s) and various District locations. This class differs from the Warehouse - Lead, which provides work direction and participates in warehouse operations, and from the Warehouse Supervisor, which is responsible for organizing and supervising the overall operations of an assigned warehouse(s).

**ESSENTIAL FUNCTIONS, DUTIES, AND TASKS:**

*The following alphabetical list of functions, duties, and tasks is typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform other closely related or department-specific functions, duties, and tasks from those set forth below to address business needs and changing business practices.*

- Assists in recycling old textbooks and discarding books, as directed and in accordance with established District policy (if assigned to Central Warehouse).
- Barcodes fixed assets to identify materials and equipment.
- Cleans warehouse to maintain a safe and sanitary work area.
- Delivers a variety of items (e.g., food items, mail, boxes, packages, cargo, office supplies, furniture, equipment, textbooks) to distribute items to assigned locations and/or individuals.
- Drives vehicles (e.g., truck, van, forklift) to transport orders and materials to designated sites.

- Exchanges dust mops to keep mop heads clean and sanitary (if assigned to Central Warehouse).
- Loads and unloads delivery trucks to receive stock and/or fill orders for transport.
- Maintains delivery vehicles (e.g., checking fluid levels, fueling, cleaning) to ensure safe operation of the vehicle.
- Maintains manual and electronic documents, files, and records (e.g., shipping, receiving, delivery, return-to-vendor logs, transport records, requisitions, vehicle logs) to document activities and provide reliable resource information.
- Operates a computer and assigned software, including the district's inventory/financial software system to perform various job duties such as shipping and receiving, stock inventory, and vendor and purchase order history.
- Operates a variety of specialized warehouse equipment, as necessary; assures proper and routine maintenance and servicing of warehouse vehicles and equipment.
- Participates in physical inventories and cycle counts to verify stock and identify losses.
- Prepares orders by pulling from stock to fill orders and meet delivery requirements.
- Receives stock and nonstock items and ensures specifications, quantity, and quality of orders are correct.
- Responds to inquiries from staff and vendors, and provides information and/or direction regarding the receiving documents, status of deliveries, etc.
- Restocks warehouse to ensure item availability.
- Transports a variety of items (e.g., mail, monies, food items, supplies, equipment, materials) to receive and/or deliver items as required.
- Performs other related duties as assigned for ensuring the efficient and effective functioning of the work unit and the District, including various mandatory District trainings.

## **KNOWLEDGE, SKILLS, AND ABILITIES**

*(At time of application)*

### **Knowledge of:**

- Warehouse operations, practices, procedures, equipment, and terminology
- Proper storage methods, space utilization, and inventory techniques
- Proper loading and unloading of trucks
- Traffic laws, defensive driving techniques, and rules of the road
- Operation of a forklift, pallet jack, and other warehouse equipment
- Recordkeeping and report preparation techniques
- Oral and written communication skills in English
- Operation of standard office equipment, including a computer and assigned software
- Basic math, including calculations using fractions, percentages, and/or ratios
- Health and safety practices and procedures for warehouse operations, including proper lifting techniques



**Skills and Abilities to:**

- Perform a variety of warehouse activities involved in receiving, inspecting, verifying, storing, loading/unloading, and distributing various food items, equipment, supplies, and other materials
- Learn designated routes and drive a vehicle to various district locations to pick up and/or deliver and distribute a variety of items
- Operate a forklift, pallet jack, and other warehouse equipment safely and using standardized methods
- Understand and follow oral and written direction
- Interpret, apply, and explain rules, regulations, policies, and procedures
- Operate standard office equipment, including a computer and assigned software with proficiency
- Maintain records and files, and prepare reports with accuracy
- Perform basic math, including calculations using fractions, percentages, and/or ratios
- Read, write, and communicate clearly in English
- Establish and maintain cooperative and effective working relationships with others
- Set priorities, and meet deadlines and schedules
- Adapt to changing work priorities
- Observe health and safety regulations, and legal and defensive driving techniques
- Physical stamina sufficient to maintain a strenuous work schedule
- Maintain certifications and ongoing training

**RESPONSIBILITY:**

Responsibilities include working under direct supervision using standardized methods and/or procedures, providing information and/or advising others, and operating within a defined budget. Utilization of some resources from other work units may be required to perform the job's functions. There is a continual opportunity to have some impact on the organization's services.

**JOB QUALIFICATIONS / REQUIREMENTS:**

*(At time of application and in addition to the Knowledge, Skills, and Abilities listed above.)*

**EDUCATION REQUIRED:**

High school diploma or equivalent.

**EXPERIENCE REQUIRED:**

Six (6) months of varied warehouse duties in a high-volume distribution center environment involving receiving, order fulfillment, and distribution.

**LICENSE(S) REQUIRED:**

- Valid, current California Driver's License to drive a vehicle to various district sites to transport and distribute goods, equipment, and materials

**CERTIFICATIONS AND TESTING REQUIRED:**

- Forklift Operator Certificate (must obtain within 6 months of employment)
- Possession of, or ability and qualifications to obtain Food Safety Certification within 6-twelve

(12) months of appointment and failure to do so could result in release (if assigned to CN Warehouse)

- Pass the District's applicable proficiency exam for the job class with a satisfactory score
- After an offer of employment, obtain:
  - Criminal Justice and FBI Fingerprint Clearance
  - Negative TB test result plus periodic post-employment retest as required (currently every four years)
  - Pre-employment physical exam (D) through the District's provider at the District's expense
  - Enrollment in the Department of Motor Vehicles Employer Pull Notice Program and submission of a current DMV driving record printout within 6 months of employment

### **WORK ENVIRONMENT / PHYSICAL DEMANDS:**

*(Must be performed with or without reasonable accommodations)*

- The job is performed both indoors and outdoors under extreme temperature variations and hazards such as driving a vehicle, working with a variety of warehouse equipment, and regular exposure to hazardous materials, fumes, dirt, dust, and odors
- Drive a vehicle to conduct work
- Visual acuity to see to drive, view a computer screen, and read a variety of materials
- Significant dexterity of hands and fingers to operate a computer and a variety of warehouse equipment, and manipulate objects
- Hearing and speaking to exchange information
- Sitting, standing, or walking for extended periods of time
- Regular lifting, carrying, pushing, pulling, and/or moving moderate to heavy objects
- Reaching overhead, above the shoulders, and horizontally
- Bending at the waist, kneeling, crouching, and crawling
- Climbing, balancing, and working at heights
- Heavy physical labor
- Some assignments may require working in sub-zero freezers (if assigned to CN Warehouse)



## **MADERA UNIFIED SCHOOL DISTRICT PERSONNEL COMMISSION**

### **REGULAR MEETING AGENDA ITEM COVER PAGE**

**Meeting Date:** June 20, 2024

**Agenda Item:**

Discuss and approve the revised job classification for the Warehouse - Lead

**Agenda Placement:**

Action

**Background:**

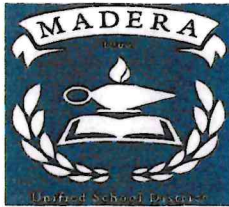
The Director of Child Nutrition has requested revisions to the Warehouse - Lead classification. The strike-out language is highlighted in red in the Distinguishing Characteristics and Certification sections. The recommended change will bring the job classification up to date. It will also extend the time allowed to possess the Food Safety Certification from 6 to 12 months since the department provides the test yearly.

This recommended proposed action has been compiled as provided under the authority of California Education Code section 45276 and the Personnel Commission Rules 3.2.1. through 3.2.5.5 and 3.2.9. Review of positions that state that it is the responsibility of the Personnel Commission to classify duties of new or reorganized positions approved by the Board of Trustees.

**Recommendation:**

The Personnel Commission is recommended to approve the revised Warehouse - Lead job classification.





**CLASSIFIED**  
**Job Classification Description**  
Equal Employment Opportunity

MADERA UNIFIED SCHOOL DISTRICT  
PERSONNEL COMMISSION  
APPROVED MOTION NO.  
DOCUMENT NO.  
DATED:

**WAREHOUSE - LEAD**

**DEPARTMENT/SITE:** Warehouse/Purchasing or  
Child Nutrition

**REPORTS TO:** Assigned Administrator/  
Warehouse Supervisor

**SALARY SCHEDULE:** Classified Bargaining Unit

**SALARY RANGE:** 35

**WORK CALENDAR:** 261 Days

**FLSA:** Non-Exempt

**PURPOSE STATEMENT:**

Under the general direction of an assigned administrator and day-to-day supervision of the Warehouse Supervisor, the Warehouse - Lead participates in and leads warehouse operations activities within an assigned department, including receiving, inspecting, verifying, storing, loading/unloading, and distributing various food items, equipment, supplies, and other materials; assists in the maintenance of warehouse inventory and in maintaining an organized warehouse layout; assists in establishing delivery routes and assigning workers; supports other warehouse classifications in performing warehouse activities; provides support and work guidance to assigned workers. The incumbents in this classification provide the school community with the warehousing and distribution of a variety of goods that directly support student learning and achievement.

**DISTINGUISHING CHARACTERISTICS:**

Positions in the Warehouse - Lead class, participate in warehouse activities and operations and provide work guidance to staff. This class differs from the Warehouse ~~Person/Driver~~ Assistant, which is a journey-level job class responsible for the day-to-day transport of items between the warehouse and District locations, and from the Warehouse Supervisor, which is responsible for organizing the overall operations of the assigned warehouse(s) and for providing day-to-day supervision of warehouse personnel.

**ESSENTIAL FUNCTIONS, DUTIES, AND TASKS:**

*The following alphabetical list of functions, duties, and tasks is typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform other closely related or department-specific functions, duties, and tasks from those set forth below to address business needs and changing business practices.*

- Assists in maintaining inventory counts to maintain current, up-to-date commodities, stock, equipment, and/or textbooks.
- Assists in pulling stock to fulfill orders and meet delivery requirements.
- Assumes roles and responsibilities of the Warehouse Supervisor in their absence.
- Cleans and organizes warehouse to ensure a safe and sanitary work area.
- Ensure vehicle logs are accurately maintained and up to date.
- Identifies and recycles old textbooks and discards books in accordance with established District policy.

- Identifies fixed assets for barcoding property; assists in inventory control.
- Leads and provides work guidance to warehouse personnel; assists in training assigned personnel to upgrade knowledge of warehouse operations and safety skills.
- Maintains a variety of manual and electronic files and records (e.g., shipping, receiving, delivery, return-to-vendor logs, transport records, requisitions) to document activities and provide reliable resource information.
- Operates a computer and assigned software, including the district's inventory/financial software system to perform various job duties such as shipping and receiving, stock inventory, and vendor and purchase order history.
- Operates and demonstrates the use of specialized warehouse equipment, as necessary; assures proper and routine maintenance and servicing of warehouse vehicles and equipment.
- Processes report requests, documents, deliveries, delivery returns, and/or materials and disseminates information and/or materials to appropriate parties.
- Receives stock and nonstock items and ensures specifications, quantity, and quality of orders are correct.
- Researches discrepancies on orders, packing slips, and/or invoices (e.g., overages, shortages, duplicate deliveries); corrects errors and/or returns damaged/incorrect items to vendors.
- Responds to inquiries from staff and vendors, and provides information and/or direction regarding invoices, billing, status of deliveries, etc.
- Verifies and maintains first in/first out (FIFO) inventory and related records.
- Verifies physical inventories and cycle counts to verify stock and identify losses.
- Performs other related duties as assigned for ensuring the efficient and effective functioning of the work unit and the District, including various mandatory District trainings.

## **KNOWLEDGE, SKILLS, AND ABILITIES:**

*(At time of application)*

### **Knowledge of:**

- Warehouse operations, practices, procedures, equipment, and terminology
- Proper storage methods, space utilization, and inventory techniques
- Proper loading and unloading of trucks
- Traffic laws, defensive driving techniques, and rules of the road.
- Operation of a forklift, pallet jack, and other warehouse equipment
- Principles and practices of training and providing work direction to others
- Recordkeeping and report preparation techniques
- Oral and written communication skills
- Operation of standard office equipment, including a computer and assigned software
- Basic math, including calculations using fractions, percentages, and/or ratios
- Health and safety practices and procedures for warehouse operation, including proper lifting techniques

### **Skills and Abilities to:**

- Lead and participate in a variety of warehouse operations involved in receiving, inspecting, verifying, storing, loading/unloading, and distributing various food items, equipment, supplies, and other materials



- Learn designated routes and drive a vehicle to various district locations to pick up and/or deliver and distribute a variety of items
- Operate a forklift, pallet jack, and other warehouse equipment safely and using standard methods
- Train, lead, and provide work guidance to assigned warehouse personnel
- Understand and follow oral and written directions
- Interpret, apply, and explain rules, regulations, policies, and procedures
- Operate standard office equipment, including a computer and assigned software with proficiency
- Maintain records and files, and prepare reports with accuracy
- Perform basic math, including calculations using fractions, percentages, and/or ratios
- Read, write, and communicate clearly in English
- Establish and maintain cooperative and effective working relationships with others
- Set priorities to meet deadlines and schedules
- Adapt to changing work priorities
- Adhere to health and safety regulations, and legal and defensive driving techniques
- Physical stamina sufficient to maintain a strenuous work schedule
- Maintain certifications and ongoing training

#### **RESPONSIBILITY:**

Responsibilities include working under limited supervision following standardized practices and/or methods; leading, guiding, and/or coordinating the work of others; providing information and/or advising others; and operating within a defined budget. Utilization of some resources from other work units may be required to perform the job's functions. There is a continual opportunity to have some impact on the organization's services.

#### **JOB QUALIFICATIONS / REQUIREMENTS:**

*(At time of application and in addition to the Knowledge, Skills, and Abilities listed above.)*

#### **EDUCATION REQUIRED:**

High School diploma or equivalent.

#### **EXPERIENCE REQUIRED:**

Two (2) years of experience performing varied warehouse-related duties in a high-volume distribution center environment involving receiving, order fulfillment, and distribution, which includes experience leading or supervising the work of others.

#### **LICENSE(S) REQUIRED:**

- Valid, current California Driver's License to drive a vehicle to various district sites to transport and distribute goods, equipment, and materials

#### **CERTIFICATIONS AND TESTING REQUIRED:**

- Forklift Operator Certificate (must obtain within 6 months of employment)
- Pass the District's applicable proficiency exam for the job class with a satisfactory score
- Possession of, or ability and qualifications to obtain Food Safety Certification within ~~6~~ twelve (12)



months of appointment and failure to do so could result in release (if assigned to CN Warehouse)

- After an offer of employment, obtain:
  - Criminal Justice and FBI Fingerprint Clearance
  - Negative TB test result plus periodic post-employment retest as required (currently every four years)
  - Pre-employment physical exam (D) through the District's provider at the District's expense
  - Enrollment in the Department of Motor Vehicles Employer Pull Notice Program and submission of a current DMV driving record printout within 6 months of employment

#### **WORK ENVIRONMENT / PHYSICAL DEMANDS:**

*(Must be performed with or without reasonable accommodations)*

- The job is performed both indoors and outdoors under extreme temperature variations and hazards such as driving a vehicle, working with a variety of warehouse equipment, and regular exposure to hazardous materials, fumes, dust, and odors
- Drive a vehicle to conduct work
- Visual acuity to see to drive, view a computer screen and read a variety of materials
- Significant dexterity of hands and fingers to operate a computer and a variety of warehouse equipment, and manipulate objects
- Hearing and speaking to exchange information
- Sitting, standing, or walking for extended periods of time
- Regular lifting, carrying, pushing, pulling, and/or moving moderate to heavy objects
- Reaching overhead, above the shoulders, and horizontally
- Bending at the waist, kneeling, crouching, and crawling
- Climbing, balancing, and working at heights
- Heavy physical labor