

MEMORANDUM OF UNDERSTANDING

between

California School Employees Association (CSEA) and its Placentia-Yorba Linda Chapter #293

and the

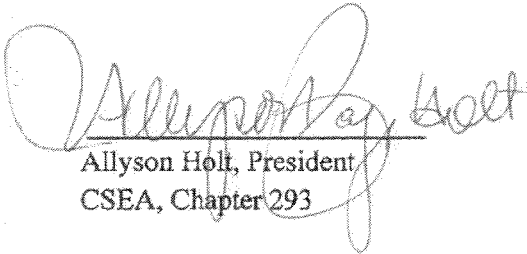
Placentia-Yorba Linda Unified School District (PYLUSD)


August 3, 2015


This Memorandum of Understanding pertains to the negotiated changes to the Food Service Program Coordinator classification (see attached job description) within the following provisions:

1. The negotiated changes to the classification are to be effective upon adoption and ratification by the parties;
2. This classification changes in name from Food Service Programs Coordinator to Nutrition Services Program Technical Coordinator;
3. The classification remains a Range 33, 8 hours per day, 12 months per year on calendar 1200;
4. This MOU is subject to ratification by the parties.

Signed By:


Allyson Holt, President
CSEA, Chapter 293

 8-10-15
Nancy Blade, Director-Personnel Services
PYLUSD


Denesa Moore
CSEA Labor Relations Representative

FOOD NUTRITION SERVICES PROGRAMS TECHNICAL COORDINATOR

DEFINITION

To **serve as a technical liaison to the Information Technology Department as necessary for nutrition services related concerns by providing technical knowledge of installation, operation, maintenance repair and training of nutrition services computer equipment, and software.** To provide ~~perform complex secretarial and/or accounting work requiring detailed knowledge of the department's programs, procedures, policies and precedents; to supply information involving facts and interpretations, ; responsible for insuring the office functions efficiently and effectively; prepare financial and accounting reports as required;~~ Directly relay information to student families regarding student nutrition services accounts and/or benefits including but not limited to meal benefit forms, personal identification numbers and federal verification information. Perform related work as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from higher level supervisory staff.

EXAMPLES OF DUTIES

Duties may include, but are not limited to, the following: Performs technical work requiring a thorough knowledge of departmental programs, policies and procedures; ~~performs the processing, recording and filing of a variety of documents involving administrative procedures;~~ processes and approves **confidential** free/reduced applications and communicates with applicants; ~~processes meal benefit application forms;~~ prepares and monitors student account PIN numbers; assists in establishing E-rate; compiles appropriate benefits per child data for federal claims processing; verifies family income and prepares parent benefit approval letter **in accordance with State and Federal regulations**; ~~orders warehouse goods, staples, commodities and menu merchandising kits; communicates with vendors; processes kitchen product requisitions;~~ reconciles perpetual inventory to physical inventory of warehouse; responsible for **coordinates** Point of Sale installations and staff training; composes, edits and prepares correspondence, bulletins and reports. **Understands and performs function related to USDA requirements and CDE policies and programs. Answers the telephone and provides information to the public and staff on the Nutrition Services meal program.**

QUALIFICATIONS

~~Fifty (50) words per minute typing or keyboarding~~

Ability to type at 30 WPM.

Knowledge and Abilities

Knowledge of modern office practices and procedures; knowledge of state and federal rules **pertaining to nutrition services meal programs**, regulations, programs and policies as they apply to the public school food service industry; ability to operate a computer terminal and ~~type or word process at fifty (50) words per minute;~~ **various software applications including but not limited to word processing, database,**

spreadsheet packages and nutrition services related software; ability to effectively **communicate and correspond utilizing correct English grammar, spelling, punctuation and composition** ~~meet district personnel and the public in situations requiring tact and poise~~; ability to establish and maintain cooperative working relationships with those contacted in the course of work; ability to understand and follow oral and written instructions; ability to communicate effectively both orally and in writing; ability to work effectively in the absence of supervision; **ability to perform a variety of complex technical tasks involving the use of independent judgment while planning and organizing work to meet critical deadlines.**

Experience and Training

Experience

Three (3) years of increasingly responsible ~~accounting and secretarial~~ experience **in computer training and/or school nutrition programs.**

Training

Completion of the twelfth grade supplemented by specialized ~~secretarial and accounting~~ **computer operations coursework or two years providing support in a technology environment.**