

**Memorandum of Understanding  
Between  
The California School Employees Association (CSEA)  
and its Placentia-Yorba Linda Chapter 293  
and  
The Placentia-Yorba Linda School District**

September 5, 2018

**2017-2018 Food Service Series Reclassification**

Pursuant to negotiations between the California School Employees Association (CSEA) and its Placentia-Yorba Linda Chapter 293 and the Placentia-Yorba Linda Unified School District (District), this memorandum of understanding (MOU) memorializes agreements reached in the negotiations of the reclassification of five (5) of the Food Service Series Classifications. The agreed upon reclassifications of these five (5) classifications have been captured in the attached job descriptions. Furthermore, the parties agree to the following:

1. The following unit members will be reclassified from Food Services Delivery Driver/Operations to Nutrition Services Delivery Driver/Operations and will remain at a range 29 on the salary schedule:

Employee ID	Job Site	Hours
406	Driver (Truck)	8
4053	Driver (Truck)	8
12403	Driver (Van)	3
2774	Driver (Truck)	8
7582	Driver (Van)	3

2. The following unit members will be reclassified from Food Service Worker to Nutrition Services Worker and will move from a range 12 to a range 13 on the salary schedule:

<b>Employee ID</b>	<b>Job Site</b>	<b>Hours</b>
9955	El Dorado	3.75
12204	Valencia	3.5
12434	Esperanza	3.75
0073	Esperanza	3.75
10195	Kraemer	3.95
9161	Valencia	3.75
9956	Valencia	3.75
11549	Yorba Linda HS	3.75
9417	Kraemer	3.5
383	Esperanza	6
12373	Melrose	2.75
10023	Rio Vista	2.75
3295	Esperanza	3.75
994	El Dorado	6.5

<b>Employee ID</b>	<b>Job Site</b>	<b>Hours</b>
7366	Kraemer	3.95
3961	YL High	3.75
5559	El Dorado	3.5
3293	YLMS	3.95
10686	El Dorado	3.5
11207	Tynes	3.5
1586	Esperanza	5
5614	YL High	3.75
10910	Valencia	3.75
5962	YL High	3.75
9209	Esperanza	3.75
12483	El Dorado	3.75
12287	Esperanza	3.75
8828	Bernardo Yorba	5
12850	El Dorado	3.75

<b>Employee ID</b>	<b>Job Site</b>	<b>Hours</b>
4550	YLHS	7.75
1997	EHS/BYMS	7.75
11208	Topaz	2.25
2107	Valencia	7
2118	El Dorado	7
7421	Glenview	4.25
12157	Valencia	3.5
9740	Valencia	3.75
4740	Valadez	3.75
7570	Valadez	3.75
7569	YL High	3.75
3154	Valencia	3.75
2501	Esperanza	7.5
2519	Tuffree	6.5
6516	Valadez	3.75

<b>Employee ID</b>	<b>Job Site</b>	<b>Hours</b>
8448	El Dorado	6.5
6017	El Dorado	3.75
11648	El Dorado	3.75
8989	Travis Middle	3.75
8317	YL High	3.75
12536	YLMS	3.95
4357	Esperanza	3.75
3300	Valencia	7.25
5122	El Dorado	3.5
12097	Valencia	3.5
5912	Valencia	3.75

3. The following unit members will be reclassified from Food Service Worker to Nutrition Services Satellite Kitchen Lead and will move from a range 12 to a range 19 on the salary schedule:

<b>Employee ID</b>	<b>Job Site</b>	<b>Hours</b>
3297	Melrose	5.75

<b>Employee ID</b>	<b>Job Site</b>	<b>Hours</b>
8307	Van Buren	3.95
527	Topaz	5.5
658	Tynes	5.75
10537	George Key	2.5
12987	Brookhaven	2.5
5914	Rose Drive	3
11703	Melrose	2.75
12461	Woodsboro	3
1135	Rio Vista	6
1375	Wagner	3.25
1595	Morse	5.25
11038	Bryant Ranch	3
10621	Lakeview	2.75
1823	Ruby Drive	5.5
11516	Fairmont	3.25

12848	Golden	3
12096	Glenview	2.75
12267	Travis E/MS	3.5
2747	El Camino/El Dorado	6
12517	Mabel Paine	3.75
7999	Linda Vista/Woodsboro	3.75

4. The following unit members will be reclassified from Senior Food Service Worker to Nutrition Services Production Kitchen Lead and will move from range 14 to range 23 on the salary schedule.

<b>Employee ID</b>	<b>Job Site</b>	<b>Hours</b>
311	Travis Middle	6.5
346	Bernardo Yorba	6.5
495	YL High	7.75
1131	Tuffree	7
1991	El Dorado	8
7941	EL Dorado	8
2150	YLMS	7

2196	Esperanza	8
2338	Valadez	7
2459	Kraemer	7.5
6227	Valencia	7.5

5. The following unit members will be reclassified from Cook to Nutrition Services Cook and will move from range 19 to range 20 on the salary schedule.

<b>Employee ID</b>	<b>Job Site</b>	<b>Hours</b>
12421	El Dorado	7.75
3302	El Dorado	7.75

6. The Food Service Delivery Driver/Operations, Food Service Worker, Senior Food Service Worker, and Cook Classifications shall be eliminated.
7. Unit members who have been reclassified as a result of this MOU seniority shall be defined as their hire date in the classification they were employed in prior to this reclassification.
8. The District shall pick up the cost for any new certificate/permit requirements for current unit members effected by this reclassification. Any training needed to be taken for receiving such certificate/permit shall be conducted while unit members are in paid status. The District's coverage of these cost shall be limited to a onetime expense as it will not cover the cost to retake any training/test for unit members who have failed on their first attempt.



9. The effective date of any salary changes which are a result of this reclassification shall be the date of the District's Board of Education approval of this MOU.

This MOU is subject to ratification by the CSEA and its Placentia-Yorba Linda Chapter 293 membership, CSEA Policy 610 requirements and approval by Placentia-Yorba-Linda Unified School District's Board of Education.

**For CSEA and Its Placentia-Yorba Linda Chapter 293:**

**For the Placentia-Yorba Linda USD:**

Job D. Suarez      9-05-18  
Job Suarez      Date  
CSEA Placentia Yorba-Linda  
Chapter 293 President

Nancy Blade      9-5-18  
Nancy Blade      Date  
Placentia Yorba-Linda USD  
Director, Human Resources

A. Solis      9/5/18  
Anthony Solis      Date  
CSEA Labor Relations Representative

PLACENTIA-YORBA LINDA UNIFIED SCHOOL DISTRICT CLASSIFIED JOB DESCRIPTION

NUTRITION FOOD-SERVICES DELIVERY DRIVER/OPERATIONS

DEFINITION

To load, unload, and transport equipment, food stuffs, and supplies, with the use of a medium truck; to perform cafeteria custodial duties; and to do related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from supervisory staff.

EXAMPLES OF DUTIES - Duties may include, but are not limited to, the following:

Delivers and picks up food, supplies, and equipment. Transports money from school sites to Nutrition Services office. ~~school materials, construction materials, food stuffs, cafeteria receipts and furniture;~~ Keeps simple vehicle operation records; ~~make minor repairs to vehicle;~~ assists in daily maintenance and cleaning of cafeteria dishes, equipment and facilities; assists in the proper storage of supplies, materials and equipment for the district warehouse; ~~and~~ Does routine maintenance of large equipment; stocks and dates items in storeroom and refrigerators; cleans floors and empties trash. ~~and restrooms;~~ May performs delivery functions for warehouse during summer. May extensively clean all kitchens during summer months, including but not limited to all equipment and kitchen surfaces. May train other personnel for specific job functions related to job description. Performs related duties as assigned.

QUALIFICATIONS

Knowledge and Abilities:

Knowledge of basic custodial functions; knowledge of basic food safety practices; knowledge of minor vehicle maintenance; knowledge of workplace health and safety practices; knowledge of equipment maintenance. Ability to do basic record keeping; ~~ability to make minor truck repairs;~~ ability to do heavy manual labor; ability to operate a delivery truck safely and efficiently; ability to work effectively in the absence of supervision; ~~ability to understand and follow oral and written directions;~~ Ability to read, write and communicate in English. Ability to understand and carry out oral and written directions. Ability to establish and maintain effective working relationships with those contacted in the course of work.

Experience and Training Guidelines

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

PLACENTIA-YORBA LINDA UNIFIED SCHOOL DISTRICT CLASSIFIED JOB DESCRIPTION  
**NUTRITION FOOD-SERVICES DELIVERY DRIVER/OPERATIONS** (Continued)

**Experience:**

Some experience in delivery and custodial work.

**Training:**

Equivalent to the completion of the eighth grade.

**License or Other Requirements:**

Possession of, ~~or~~ **and** the ability to ~~obtain~~ **maintain**, an appropriate valid California driver's license.

**Possession of, or ability to obtain a food handlers permit within the first 90 days of employment.**

**Salary:**

**Range 29**

Reviewed and Agreed to by:

Incumbent: \_\_\_\_\_ Date:

PLACENTIA-YORBA LINDA UNIFIED SCHOOL DISTRICT CLASSIFIED JOB DESCRIPTION

~~FOOD SERVICE WORKER~~ NUTRITION SERVICES WORKER

DEFINITION

To assist in preparing and serving foods; to clean kitchen equipment and utensils; and to do related work as required.

DISTINGUISHING CHARACTERISTICS

This is the entry-journey level class in the ~~Food Service Worker~~ Nutrition Services series. Positions assigned to this class can be distinguished from higher level classes by lack of lead supervision responsibility and by performance of the more routine food preparation and serving duties.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from higher level supervisory staff. Receives technical and functional direction from lead.

EXAMPLES OF DUTIES - Duties may include, but are not limited to, the following:

~~Assists in preparing vegetables, fruits, and other~~ and prepares all foods necessary for ~~cooking~~ service. ~~Assists in preparing salads, desserts, sandwiches, and beverages.~~ Sets up food and equipment for serving ~~and serves to students, and faculty members.~~ Assists in cleaning and storing Clean and store utensils, and cafeteria equipment, and food supplies. ~~Cleans work areas and disposes of refuse. and disposes of refuse.~~ Assists in the operation of all kitchen equipment as necessary. ~~dishwashing machine.~~ May assist in the inventory process, receiving and storing inventory as needed. ~~taking monthly inventory. May assist with the collection of monies received from the sale of lunches and milk.~~ Operates computerized point-of-sale equipment, cash register, and makes change and balances. ~~May pack food for transport to satellite schools.~~ May set up mobile food carts. Performs related duties as assigned.

QUALIFICATIONS

Knowledge and Abilities:

Knowledge of basic methods of preparing and serving foods in large quantity. Basic knowledge of office equipment as needed in the course of daily work. Ability to operate basic

PLACENTIA-YORBA LINDA UNIFIED SCHOOL DISTRICT CLASSIFIED JOB DESCRIPTION  
~~FOOD SERVICE WORKER~~ **NUTRITION SERVICES WORKER** (Continued)

**computerized systems (ie: register, Point of Sale). Ability to count and maintain accurate records of monies and cash receipts.** Knowledge of principles of sanitation **and food safety.** Knowledge of basic kitchen utensils and equipment. Ability to learn to operate cafeteria equipment. **Ability to read, write and communicate in English.** Ability to understand and carry out oral and written directions. Ability to establish and maintain effective working relationships with those contacted in the course of work.

**Experience and Training Guidelines**

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

**Experience:**

Some food service experience is highly desirable.

**Training and Certificates:**

Equivalent to completion of the eighth grade is desirable.

**License and Other Requirements:**

**Ability to obtain Food Handling Permit within the first 90 days of employment.**

**Salary:**

**Range 13**

Reviewed and Agreed to by:

Incumbent: \_\_\_\_\_ Date:

PLACENTIA-YORBA LINDA UNIFIED SCHOOL DISTRICT CLASSIFIED JOB DESCRIPTION

~~FOOD SERVICE WORKER~~ **NUTRITION SERVICES SATELLITE KITCHEN LEAD**

**DEFINITION**

To ~~assist in preparing~~ and ~~servicing~~ foods; to clean kitchen equipment and utensils; and to do related work as required.

**DISTINGUISHING CHARACTERISTICS**

This is the ~~entry~~ journey level class in the ~~Food Service Worker~~ **Nutrition Services** series **located at Satellite Kitchens**. Positions assigned to this class can be distinguished from higher level classes by lack of lead supervision responsibility, ~~and~~ by performance of the more routine food preparation, **site paperwork** and serving duties.

**SUPERVISION RECEIVED AND EXERCISED**

Receives general supervision from higher level supervisory staff. **May provide technical and functional direction to other nutrition services staff.**

**EXAMPLES OF DUTIES** - Duties may include, but are not limited to, the following:

~~Assists in preparing vegetables, fruits, and other~~ **Prepares all** foods **necessary** for cooking and ~~servicing.~~ ~~Assists in preparing salads, desserts, sandwiches, and beverages.~~ Sets up for serving and serves to students and faculty members. ~~Assists in cleaning and storing~~ **Clean and store** utensils, ~~and~~ cafeteria equipment, and food supplies. Cleans work areas and disposes of refuse. Operates **kitchen equipment as necessary.** ~~dishwashing machine.~~ ~~May assist in~~ **Completes food requisitions from production kitchen, receiving and breaking down inventory as needed.** ~~taking monthly inventory.~~ ~~May assist with the collection of monies received from the sale of lunches and milk.~~ **Operates computerized point-of-sale equipment, cash register, makes change, reconciles and balances monies. Completes various paperwork including but not limited to daily production records, monthly inventory and money deposit paperwork.** ~~May pack food for transport to satellite schools.~~ May set up mobile food carts. Performs related duties as assigned.

**QUALIFICATIONS**

PLACENTIA-YORBA LINDA UNIFIED SCHOOL DISTRICT CLASSIFIED JOB DESCRIPTION  
~~FOOD SERVICE WORKER~~ NUTRITION SERVICES SATELLITE KITCHEN LEAD (Continued)

Knowledge and Abilities:

Knowledge of basic methods of preparing and serving foods in large quantity. Basic knowledge of office equipment as needed in the course of daily work. Ability to operate basic computerized systems (ie: register, Point of Sale). Ability to count and maintain accurate records of monies and cash receipts. Ability to perform math equations to extrapolate production numbers for student meals. Knowledge of principles of sanitation and food safety. Knowledge of basic kitchen utensils and equipment. Ability to learn to operate cafeteria equipment. Ability to read, write and communicate in English. Ability to understand and carry out oral and written directions. Ability to establish and maintain effective working relationships with those contacted in the course of work.

Experience and Training Guidelines

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Some food service experience is highly desirable.

Training and Certificates:

Equivalent to completion of the ~~eighth grade is desirable.~~ twelfth grade is desirable.

License and Other Requirements:

Ability to obtain and maintain Food Manager Certificate within 90 days of hire.

Salary:

Range 19

Reviewed and Agreed to by:

Incumbent: \_\_\_\_\_ Date:

PLACENTIA-YORBA LINDA UNIFIED SCHOOL DISTRICT CLASSIFIED JOB DESCRIPTION

~~SENIOR FOOD SERVICE WORKER~~ NUTRITION SERVICES PRODUCTION KITCHEN LEAD

DEFINITION

To direct the nutrition services operations ~~at a production kitchen in a school;~~ to order products, maintain inventory, ~~the production and packaging~~ cook and package of vended foods for distribution and service; and ~~to assist in manage the daily operations serving of kitchen services food.~~

DISTINGUISHING CHARACTERISTICS

This is the advanced journey level class in the ~~Food Nutrition Services Worker~~ series. Positions assigned to this class can be distinguished from the lower level class by coordination of ordering, receiving and maintaining inventory from multiple outside vendors, ~~responsibility for providing lead supervision to other cafeteria workers assigned to the specific area.~~

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from supervisory staff. ~~Exercises~~ Provides technical and functional ~~supervision over directives~~ direction to other ~~food~~ nutrition services staff.

EXAMPLE OF DUTIES - Duties may include, but are not limited to, the following:

Coordinates the ordering, inventory, preparation, and selling of food. Follows recipes to cook, prepare and/or assemble food items; all while ensuring and maintaining required food standards. ~~Assists~~ Leads in work assignments and establishes priorities of staff and maintains required records. Estimates quantities of food and supplies required for daily and weekly use. ~~Maintains cleanliness and operational safety of machines by inspecting machines and performing minor adjustments.~~ Requisitions, stores, and receives foods and supplies. ~~Conducts inventory of food and supplies.~~ Ensures proper storage of food and supplies including dates and rotation. Operates kitchen machines as necessary. Maintains cleanliness and operation safety of machines by inspecting machines and performing minor adjustments. Maintains health and safety rules and regulations. Provides work direction and training to staff in assigned areas. Sets up production lines for other ~~cafeteria~~ nutrition workers. Sets up for serving and serves to students and faculty members. Operates computerized point of sale equipment, cash register, and makes change, reconciles and balances monies. Maintains accurate ~~lunch count~~ records; may fills supply orders for satellite schools. ~~Balances money and~~ Completes monthly inventory. Performs related duties as assigned.

QUALIFICATIONS

Knowledge and Abilities:



PLACENTIA-YORBA LINDA UNIFIED SCHOOL DISTRICT CLASSIFIED JOB DESCRIPTION  
**SENIOR FOOD SERVICE WORKER NUTRITION SERVICES PRODUCTION KITCHEN LEAD**  
(Continued)

Knowledge of methods of preparing food ~~items, including salads, and sandwiches.~~ Knowledge of basic kitchen utensils. Knowledge of principles of sanitation, **food safety as well as employee** health and safety practices. ~~Knowledge of basic arithmetic principles.~~ Ability to prepare ~~salads, sandwiches, and other~~ foods. Ability to operate cafeteria **kitchen** equipment. Ability to perform arithmetic calculations **related to extrapolating production and ordering quantities.** Ability to **count and** maintain accurate records **of monies** and cash receipts; **reconciling and balancing individual and corporate monies and receipts.** **Ability to operate basic computerized systems (ie: register, point of sale).** **Basic knowledge of office equipment and software as needed in the course of daily work.** **Ability to read, write and communicate in English.** Ability to understand and carry out oral and written directions. Ability to establish and maintain effective working relationships with those contacted in the course of work. Ability to train and direct the work of assigned staff.

**Experience and Training Guidelines:**

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

**Experience:**

Two years of experience serving in a food service operation.

**Training and Certificates:**

Equivalent to the completion of the ~~eighth grade.~~ **twelfth grade is desirable.**

**License and Other Requirements:**

**Possession of, or ability to obtain a Food Protection Manager Certificate.**

**Salary:**

**Range 23**

Reviewed and Agreed to by:

Incumbent: \_\_\_\_\_ Date:

## PLACENTIA-YORBA LINDA UNIFIED SCHOOL DISTRICT CLASSIFIED JOB DESCRIPTION

### COOK-NUTRITION SERVICES COOK

#### DEFINITION

To prepare, bake, and cook a wide variety of main dishes and bakery items in large quantities. **To create, produce, and serve foods that may meet nutritional standards for compliance with a school meal program.**

#### SUPERVISION RECEIVED AND EXERCISED

Receives direction from supervisory staff. **Provides technical and functional direction to other nutrition services staff.**

EXAMPLES OF DUTIES - Duties may include, but are not limited to, the following:

Prepares a wide variety of **all food items necessary for main dishes and bakery items for students, and faculty and catering. Assists in recipe development and taste testing with student populations. Follows recipes to prepare and/or assemble food items; cooks food ingredients all while ensuring and maintaining required food safety methods.** Prepares main dishes, soups, breakfast, and vegetables. **Assists in the set** Sets up **of** food products and prepared foods for **distribution.** ~~hot packaging line.~~ Completes daily preparation sheet, itemizing all ingredients used. **Disposes of refuse.** ~~Completes monthly inventory.~~ Assists ~~manager~~ in the planning and directing **of production and** the preparation and serving of food. Instructs others in the preparation and safe handling of food. **May serve students, Operates computerized point of sale equipment, handle cash transactions, make change and reconcile cash transactions.** ~~cash register. Completes analysis of~~ **Reviews monthly menu for production and,** suggesting changes if needed. Completes weekly requisition of food and supplies. Receives incoming food and supplies. **May d**irects other cafeteria workers assigned in the preparation of food. **May clean kitchen equipment and utensils.** Performs related duties as assigned.

#### QUALIFICATIONS

##### Knowledge and Abilities:

Knowledge of cooking practices and procedures. Knowledge of a wide variety of **standardized practices** recipes for producing different dishes. Knowledge of safe work practices. **Ability to operate basic computerized systems and office/kitchen equipment.** **Knowledge of math principals for the** ~~a~~Ability to adjust recipes to produce different quantities **and extrapolate proper amounts of raw ingredients needed for production.** Ability to organize work so that a

PLACENTIA-YORBA LINDA UNIFIED SCHOOL DISTRICT CLASSIFIED JOB DESCRIPTION  
**COOK-NUTRITION SERVICES COOK** (Continued)

variety of dishes will be ready when needed. Ability to prepare food that is attractive as well as appetizing. Ability to read, ~~and~~ write **and communicate in English.** Ability to establish and maintain effective working relationships with those contacted in the course of work.

**Experience and Training Guidelines**

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

**Experience:**

Two years of cooking large quantities of food in a commercial or institutional operation.

**Training and Certificates:**

Equivalent to the completion of the ~~tenth grade.~~ **twelfth grade is desirable.**

**License and Other Requirements:**

**Possession of, or ability to obtain a Food Protection Manager Certificate.**

**Salary:**

**Range 20**

Reviewed and Agreed to by:

Incumbent: \_\_\_\_\_ Date: