

MEMORANDUM OF UNDERSTANDING
BETWEEN
CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION AND ITS RIVERSIDE
CHAPTER #506
AND THE
RIVERSIDE UNIFIED SCHOOL DISTRICT

November 1, 2018

This Memorandum of Understanding (MOU) is entered by the California School Employees Association and its Chapter #506 (CSEA) and the Riverside Unified School District (District).

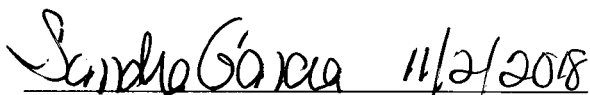
On November 1, 2018, the District and CSEA met and agreed to the following:

1. In accordance with Article I – Recognition, of the collective bargaining agreement the attached revised job classification of Nutrition Services Utility Worker will be included in the classified bargaining unit.
2. Appendix A will be revised to include the revised job classification of Nutrition Services Utility Worker.
3. The revised job classification of Nutrition Services Utility Worker will be paid at Range 24 on the classified bargaining unit salary schedule.

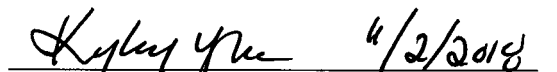
This MOU is a tentative agreement and shall not be finalized until the completion of CSEA’s policy 610 review process.

**For California School Employees Association
(CSEA) Chapter #506:**

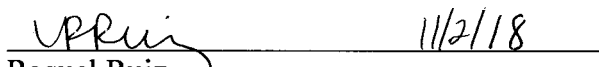
For Riverside Unified School District:




Sandra Garcia Date
CSEA President Chapter #506



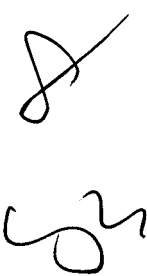
Kyle Ybarra Date
Assistant Superintendent, Personnel and
Leadership

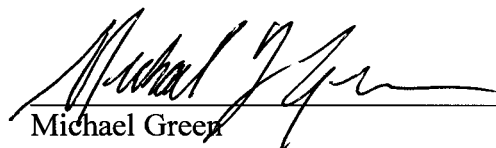


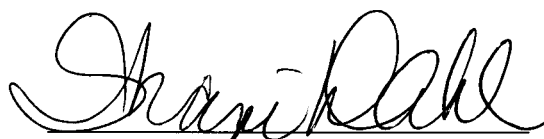
Raquel Ruiz 11/2/18
Labor Relations Representative
CSEA




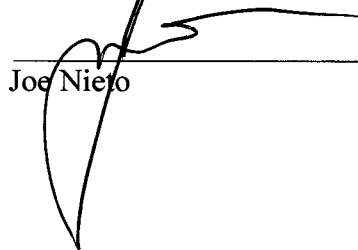
Robin Mesa
Director, Classified Personnel

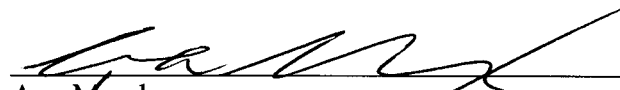


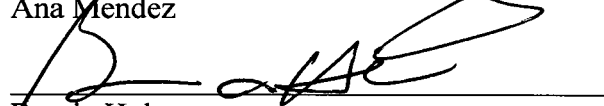

Michael Green


Shani Dahl


Carrie Alldis


Joe Nieto


Ana Mendez


Bernie Holt


Dan Rudd



RIVERSIDE UNIFIED SCHOOL DISTRICT

CLASS TITLE: NUTRITION SERVICES UTILITY WORKER (Range 16 24)

BASIC FUNCTION:

Under the direction of ~~the Food Distribution~~ **an assigned Supervisor**, perform a variety of tasks in the Central Kitchen and school sites **cafeterias** as assigned; maintain the equipment ~~food center~~ in a clean and sanitary condition; clean ovens, refrigerators, freezers and other food production equipment; **oversee the maintenance, repair and upkeep of the Cook/Chill equipment and barbeque grills.** ~~clean loading docks; wash vehicles; keep food center free of rubbish and drive department vehicles as assigned.~~

REPRESENTATIVE DUTIES:

Train and coordinate personnel in the proper and safe use of food service equipment, maintenance, repair and performance of duties. *E*

Start up, operate and shut down both low and high-pressure steam boiler systems; report any conditions necessitating repair for proper functioning. *E*

Check operation of new equipment prior to delivery and ensure tools and equipment are properly used and cared for. *E*

Examine work site for needed repairs and maintenance, report broken equipment, and needed repairs to supervisor. *E*

Maintain appropriate records and documentation, as needed, related to job functions. *E*

Determine necessary equipment, materials and supplies needed; provide information to supervisor and prepare requisition as needed. *E*

~~Wash a variety of food production and transport utensils using hand and mechanized methods which involve the use of harsh cleaning compounds and exposure to water at extreme temperatures. *E*~~

~~Sweep, mop and vacuum floors and carpeting using manual and mechanized methods. *E*~~

~~Provide information to supervisor regarding supply and equipment needs; test new equipment and supplies. *E*~~

~~Clean office spaces; clean and sanitize restrooms, tables and work surfaces; clean walls, ceilings and windows. *E*~~

~~Empty garbage receptacles, keep Central Kitchen free of boxes and litter and separate and prepare cardboard and other items for recycling. *E*~~

Clean ovens, walk-in units and food production equipment in accordance with departmental sanitation standards. *E*

~~Clean floor drains. *E*~~

~~Clean loading docks. *E*~~

~~Wash trucks and other vehicles. *E*~~

Assist in loading trucks and in placing **items stores** in warehouse. ~~*E*~~

Drive departmental vehicles to transport them to and from automotive repair facilities. *E*

Complete routine reports of work, time and materials; **maintain records of material, time and history of equipment service and repair.** *E*

Replace **or clean** brushes, filters and belts and make minor adjustments to equipment operated. *E*

~~Operate clothes washing/drying machines to wash and dry kitchen linens.~~

Assist Central Kitchen personnel; lift, move, push and carry heavy items as assigned.

Assist skilled maintenance personnel by performing routine manual tasks related to a repair as assigned.

May assist with repair, maintenance, and upkeep of food service equipment; may perform non-technical repair to equipment.

May advise on projects performed by outside contractors.

Assist in other areas during periods of reduced production volume as needed.

Travel to school site kitchens to perform heavy cleaning tasks as assigned. *E*

Assist custodial staff as needed.

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Hazard Analysis Critical Control Points (HACCP).

Care and use of kitchen utensils and equipment.

Safe procedures for startup operation and shut down of steam boiler.

Safe working methods, practices and procedures.

Updated 11-1-18

Nutrition Services Utility Worker



Laws applicable to steam boiler requirements.

Correct English usage, spelling, grammar and punctuation.

Office machines and equipment including the use of a computer.

~~Basic methods, materials and equipment used in cleaning work.~~

~~Basic safe work practices.~~

Methods and cleaning materials used in specialized food production and distribution facilities, equipment and utensils cleaning.

ABILITY TO:

Use specialized cleaning equipment and tools with skill and efficiency.

Follow and observe District safety, sanitation and cleanliness standards of the department.

Understand and follow oral and written instructions.

Prepare and maintain accurate reports and records.

Meet schedules and timelines

Plan and organize work

Work independently with minimal direction or supervision,

Read, interpret, apply and explain rules, regulations, policies and procedures.

Establish and maintain effective working relationships with others.

Exhibit strong customer service skills.

Communicate effectively and professionally as required.

EDUCATION AND EXPERIENCE:

~~Any combination equivalent to: sufficient training and experience to demonstrate the knowledge and abilities listed above.~~

High School diploma or equivalent and two (2) years of experience in maintaining commercial kitchen equipment and/or food production equipment.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license.

Valid Food Handler's Card

Valid Steam Boiler certification within sixty (60) days of employment.

WORKING CONDITIONS:

ENVIRONMENT:

~~Warehouse or shop environment.~~

Driving a vehicle to conduct work.

~~Constant exposure to harsh cleaning materials and working in wet conditions with extremes of temperature.~~

Indoor, outdoor, Nutrition Center, and school site environments.

Exposure to extreme cold and heat, humidity, odors and moisture.

Noise levels are usually high.


Exposure to hazards.

PHYSICAL ABILITIES:

Heavy physical labor.

Updated 11-1-18

Nutrition Services Utility Worker

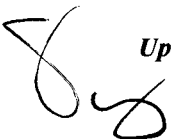


Lifting, carrying, pushing, pulling or moving various heavy objects.

Significant lifting up to 50 pounds.

Dexterity of hands, wrists and fingers to grasp and manipulate manual and power driven tools and equipment.

Seeing to perform warehouse duties.

A handwritten signature in black ink, consisting of a large, stylized initial 'S' followed by a smaller, less distinct mark.

Updated 11-1-18

Nutrition Services Utility Worker