Information Sheet - 1.14.2025 - Board of Trustees Meeting

TO: Board of Trustees Item: 6.2

FR: Emily Stroup

DATE: January 14, 2025

RE: Proposed New Job Description and Salary Schedule Placement - Food Service Custodian

The District is proposing the addition of the following Classified position and Salary Schedule Placement:

Food Service Custodian

Recommendation:

Approval of the Proposed New Job Description and Salary Schedule Placement - Food Service Custodian, Classified Salary Schedule Range 135

JOB DESCRIPTION

POSITION: Food Service Custodian
SALARY PLACEMENT: Classified Salary Schedule

MINIMUM QUALIFICATIONS - EDUCATION AND/OR TRAINING:
High School Diploma, GED, or equivalent. Valid Red Cross First Aid and CPR Certificate.

DESIRABLE EXPERIENCE:
Two years of increasingly responsible experience in food service and/or custodial work within a school district or comparable agency.

SUMMARY OF POSITION:
Under the supervision of the Director of Food Services, the Food Services Custodian is responsible for maintaining the cleanliness and sanitation of the cafeteria and kitchen areas. This position will also support daily food services operations.

CREDENTIALS AND/OR SKILLS/KNOWLEDGE AND ABILITIES:
Possession of a valid California Motor Vehicle Operator's license of the proper class to operate vehicles or combinations of vehicles to satisfy job requirements. Knowledge of all aspects of the food production and handling process. Maintain District-insurable driving record. Knowledge of and ability to use cleaning utensils, waxers, strippers, shampooers, light tools and applications.

ESSENTIAL FUNCTIONS:
Essential functions may include, but not limited to:

1. Uses methods of general modern custodial techniques.
2. Assists with food preparation for daily student meals.
3. Prepares baked goods.
4. Checks supplies and prepares food for lunch/breakfast programs.
5. Sanitize work areas.
6. Keep temperature records of equipment.
7. Update calibration thermometer logs.
8. Assist with inventory.
9. Performs general cleanup tasks after each preparation or serving activities.
10. Helps set up the lunch room daily, i.e., silverware, napkins, tables, etc.
11. Serves lunches.
12. Assist and organize delivery of food products.
13. Use computers in monitoring student purchases, nutrition values and product purchases.
14. Keep simple records.

15. Follow up-to-date and basic operation procedures as they relate to food service and custodial practices.
16. Perform light construction activities, completes repairs, does painting, climbs ladders, uses necessary tools, and observes safety procedures.
17. Follow policies, rules, and regulations of the District as they apply.
18. Deal effectively with a wide variety of personalities and situations requiring diplomacy, friendliness, tact, and firmness.
19. Maintain inventories required to clean, repair or replace.
20. Complete requisition orders for materials and supplies.
21. Works within the scope of responsibility and demonstrates initiative.
22. Follows preventative maintenance practices.
23. Uses chemicals for sanitation and maintenance.
24. Follows health and safety regulations.
25. Use and operate maintenance tools and equipment safely and effectively.
26. Maintains cooperative relationships with those contacted in the course of work.
27. Learn, interpret, and apply the District's rules, regulations, and policies.
28. Knowledge of and ability to use cleaning utensils, waxers, strippers, shampooers, light tools and applications.
29. Follows chain of command in responding to situations and reporting information.
30. Plan and organize work.
31. Stops and reports conduct of students discovered acting contrary to district policies.
32. Works with students in a supportive, nurturing, respectful, helpful manner.
33. Perform other duties as assigned.

DIRECTLY RESPONSIBLE TO:
Director of Food Service

PHYSICAL ENVIRONMENT:
Must be able to stand, walk, sit and lift up to 50 lbs. (i.e., toolbox, supplies, etc.) occasionally lift up to 75 lbs., bend, twist, reach and stretch, push, pull and drag, climb, balance on narrow or inclined surfaces, kneel, crouch, squat, manipulate grasp small and large objects with fingers and hands, hold, grasp or pinch with fingers or hand; clear vision and hearing.

WORK ENVIRONMENT:
Work may involve solvents, chemical cleaners, exhaust fumes and gasoline, subject to noise, subject to lifting, pushing,-bending, stooping, and driving from site-to-site to conduct work. Food service environment is subject to heat from ovens and cold temperatures in freezers. Employees in this position will be required to work primarily indoors in an educational and standard environment. Employees may come in contact with students, parents, and school district staff. Maintain appropriate grooming and attire for the workplace.

BOARD APPROVED:
TBD

CLASSIFIED HOURLY SALARY SCHEDULE

RANGE	POSITION	CONTRACTED DAYS	STEP A	STEP B	STEP C	STEP D	STEP E
10	Campus Aide	201	$17.90	$18.78	$19.71	$20.69	$21.73
20	Food Service Worker I	201	$17.73	$18.60	$19.53	$20.51	$21.52
30	Instructional Aide	201	$17.56	$18.42	$19.34	$20.31	$21.33
40	Clerk I	201	$18.25	$19.15	$20.09	$21.12	$22.17
50	Food Service Clerk I	201	$18.12	$19.01	$19.95	$20.97	$22.02
55	Community Liaison	201	$18.39	$19.30	$20.25	$21.30	$22.35
60	Instruction Aide Bilingual	201	$18.37	$19.28	$20.26	$21.27	$22.35
70	Food Service Worker II	201	$18.59	$19.50	$20.50	$21.50	$22.60
80	*Instructional Aide Special Education	201	$18.65	$19.61	$20.58	$21.62	$22.69
90	Paraprofessional (AA Degree Required)	201	$18.98	$19.92	$20.91	$21.97	$23.06
93	Paraprofessional - ECE I (AA Degree Required)	201	$18.98	$19.92	$20.91	$21.97	$23.06
95	Professional - ECE II (AA Degree and min. 12 ECE Units Required)	201	$21.00	$22.04	$23.13	$24.30	$25.52
100	Paraprofessional - ELD (AA Degree Required)	201	$18.98	$19.92	$20.91	$21.97	$23.06
110	Paraprofessional - Special Education (AA Degree Required)	201	$18.98	$19.92	$20.91	$21.97	$23.06
115	Behavior Intervention Technician (RBT) - Special Ed	201	$23.94	$25.13	$26.37	$27.68	$29.05
120	Cook/Baker	201	$19.81	$20.80	$21.85	$22.95	$24.11
130	**Custodian	261	$20.41	$21.44	$22.51	$23.65	$24.82
135	Food Service Custodian	201	$20.41	$21.44	$22.51	$23.65	$24.82
140	Library Aide I	201	$20.43	$21.47	$22.53	$23.67	$24.86
150	Clerk II	204	$20.55	$21.58	$22.66	$23.79	$24.99
160	Food Service Clerk II	204	$20.55	$21.58	$22.66	$23.79	$24.99
170	Receptionist/Substitute Placement Clerk	251	$20.55	$21.58	$22.66	$23.79	$24.99
175	Computer Technician	251	$20.71	$23.92	$27.64	$31.92	$36.87
180	Library Aide II - AA	201	$21.00	$22.03	$23.12	$24.30	$25.52
190	Library Aide III - BA	201	$21.55	$22.59	$23.76	$24.94	$26.18
200	Bustodian	261	$26.16	$27.29	$28.51	$29.76	$31.08
201	Bus Driver	201	$26.16	$27.29	$28.51	$29.76	$31.08
202	District Van Driver	201	$23.78	$24.81	$25.92	$27.05	$28.25
210	**Head Custodian	261	$23.25	$24.42	$25.64	$26.91	$28.27
220	**Landscaper-Groundskeeper	261	$23.33	$24.49	$25.73	$27.00	$28.36
230	Account Clerk	251	$24.34	$25.56	$26.84	$28.19	$29.59
240	Secretary I	224	$24.34	$25.56	$26.84	$28.19	$29.59
250	Mechanic	261	$32.77	$34.40	$36.12	$37.90	$39.81
255	Speech Language Path Asst	201	$29.82	$32.85	$34.54	$36.23	$38.15
270	Intervention Specialist	201	$34.19				
290	Bus Driver Trainer/Dispatcher	261	$41.13	$43.15	$45.26	$47.48	$49.80
300	Procedure Nurse	187	$57.42	$59.66	$61.99	$64.40	$66.91

*MAY INCLUDE PERSONAL CARE STIPEND: $1.50 PER HOUR

** MAY INLCUDE STAND-BY & ON-CALL STIPEND

***All longevity years of service will be counted for employees hired prior to January 1st, 2024. For employees hired after January 1, 2024, longevity will be counted based on Jefferson School District years of service.

LONGEVITY

3.5% at 15 years

2.0% at 19 years

2.5% at 20 years

1.0% at 22 years

2.5% at 25 years

FISCAL YEAR: 2022-2023 — 10%

FISCAL YEAR: 2023-2024 — 8% increase on-going, effective July 1, 2024

Board approved: Pending

Effective: TBD