



AGENDA

**Regular Meeting
 Tuesday, October 19, 2010 – 4:15 p.m.
 Board Room – District Office**

AGENDA POSTED: October 15, 2010 – Personnel Commission Office Window

1.0 **CALL TO ORDER** By: _____ Time: _____

2.0 **ROLL CALL**

		PRESENT	ABSENT
Chairperson	Audrey Cherep	_____	_____
Vice-Chairperson	Speed Castillo	_____	_____
Commissioner	Ron Costello	_____	_____
Executive Director	Victoria Wintering, Ph.D.	_____	_____

3.0 **PLEDGE OF ALLEGIANCE**

Personnel Commission Chairperson, Audrey Cherep, will lead the Pledge of Allegiance to the Flag of the United States of America.

4.0 **PUBLIC COMMENTS: REQUEST TO SPEAK TO AGENDA AND NON-AGENDA ITEMS**

This is the appropriate point in the agenda for those present to speak to any item on the agenda.

Those who wish to speak to any item of concern not on the agenda, no action will be taken at this time.

5.0 **GENERAL FUNCTIONS**

Reference

Action

5.1 Approve the agenda as submitted or amended. Moved by _____
 Seconded _____
 Vote _____

5.2 Approve minutes of regular meeting of September 14, 2010. **Exhibit A** Moved by _____
 Seconded _____
 Vote _____

5.3 Communication

6.0 **SELECTION PROCESS**

6.1 List of Current Recruitments (Test Plan) **Exhibit B** No Action Required

7.0 **CLASSIFICATION AND SALARY**

7.1 Approve the revised job classification of Food Services Manager I, at salary range MGMT-03. **Exhibit C** Moved by _____
 Seconded _____
 Vote _____

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8.0 CLOSED SESSION

8.1 Adjourn to Closed Session

Evaluation and Appointment of Employee (Government Code 54957)

Adjourn to Closed Session _____ p.m.

Reconvened to Regular Meeting _____ p.m.

No Action Required

9.0 OTHER

9.1 Unfinished Business

No Action Required

9.2 Commissioner's Comments

No Action Required

10.0 NEXT REGULAR MEETING

Date: **Tuesday, November 09, 2010**
Time: 4:15 p.m.
Location Board Room

11.0 ADJOURNMENT: _____ p.m.

MINUTES

Regular Meeting
Tuesday, September 14, 2010 – 4:15 p.m.
Board Room – District Office

1.0 CALL TO ORDER

The meeting of the Personnel Commission of the Anaheim Union High School District was called to order by Chairperson Audrey Cherep at 4:15 p.m.

2.0 ROLL CALL

Present: Audrey Cherep, Chairperson; Speed Castillo, Vice Chairperson; Ron Costello, Commissioner; and Victoria Wintering, Ph.D., Executive Director.

3.0 PLEDGE OF ALLEGIANCE

Personnel Commission Chairperson Audrey Cherep led the Pledge of Allegiance to the Flag of the United States of America.

4.0 PUBLIC COMMENTS

There were no public comments at this time.

5.0 GENERAL FUNCTIONS

5.1 On the motion of Mr. Castillo, duly seconded and unanimously carried, the Personnel Commission adopted the agenda as amended.

5.2 On the motion of Mr. Costello, duly seconded and unanimously carried, the Personnel Commission approved the minutes of the regular meeting of August 10, 2010.

5.3 Communication

- Administrative Assistant/Bilingual Flyer
- Campus Safety Aide Flyer
- Job Developer/Job Coach Flyer
- Legal Administrative Assistant Flyer
- Parent Involvement Specialist Flyer
- Personnel Commissioner (Revised) Flyer
- Senior Administrative Assistant Flyer

6.0 SELECTION PROCESS

6.1 List of Current Recruitments (Test Plan)

6.2 Certification/ratification of eligibility lists

6.2.1 Director of Planning/Design/Construction

On the motion of Mr. Castillo, duly seconded and unanimously carried, the Personnel Commission certified the eligibility list for Director of Planning/Design/Construction.

MINUTES

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6.2.2 Food Services Assistant III

On the motion of Mr. Castillo, duly seconded and unanimously carried, the Personnel Commission certified the eligibility list for Food Services Assistant III.

6.2.3 Speech Language Pathology Assistant

On the motion of Mr. Castillo, duly seconded and unanimously carried, the Personnel Commission certified the eligibility list for Speech Language Pathology Assistant.

7.0 OTHER

7.1 Unfinished Business

No unfinished business at this time.

7.2 Commissioner's Comments

No Commissioner Comments at this time.

8.0 NEXT REGULAR MEETING

Date: **Tuesday, October 12, 2010**

Time: 4:15 p.m.

Location Board Room

9.0 ADJOURNMENT

The Personnel Commission adjourned the meeting at 4:24 p.m.

Audrey Cherep, Chairperson

Personnel Commission
2010-2011
CURRENT TEST PLAN

Classification	Req to test rec'd	Posted	Closed	Days Posted	Field of Competition	NCLB Test	Written Test	Perf Test	Oral/Perf Test	Bilingual Certification	List Established	Bus. Days from Closing	Recruiter
Occupational Therapist		7/28/2010	9/8/2010	30	Open	None				N/A			SD
Parent Involvement Specialist		8/19/2010	9/9/2010	15	Open	None	9/27/2010	10/27/2010		Yes			MT
Senior Administrative Assistant		8/20/2010	9/10/2010	15	Promo	None	9/30/2010	10/26/2010		N/A			VK
Legal Administrative Assistant		8/20/2010	9/10/2010	15	Open	None	9/24/2010	10/6/2010		N/A			MT
Sign Language Interpreter		8/23/2010	9/13/2010	15	Open	None				N/A			MT
Administrative Assistant		8/24/2010	9/14/2010	15	Promo	None	9/30/2010	10/20/2010		N/A			VK
Administrative Assistant/Bilingual		8/24/2010	9/14/2010	15	Promo	None	9/30/2010	10/20/2010		Yes			VK
Campus Safety Aide		8/25/2010	9/15/2010	15	Open	None	3/2010,9/29/2010,10/1/2010			N/A			VK
Job Developer/Job Coach		8/30/2010	9/20/2010	15	Open	None	10/12/2010			N/A			MT
School Community Liaison Bilingual		9/13/2010	10/13/2010	15	Open	None	10/18 & 10/19/10			Yes			MT
Substitute Bus Driver		9/16/2010	9/22/2010	5	Open	None				N/A			VK

FOOD SERVICE MANAGER I

DEFINITION-BASIC FUNCTION

Under the direction of the Food Service Supervisor, plan, organize and supervise the food service operation at an assigned junior high or high school site; assure compliance with established safety and sanitation rules and regulations; train, supervise and evaluate performance of assigned staff.

ESSENTIAL DUTIES REPRESENTATIVE

The classification specification does not describe all duties performed by all incumbents within the class. This summary provides examples of typical tasks performed in this classification.

School Food Service Operation

Organize and direct the food service operations at an assigned junior high or high school site and satellite kitchens; estimate and requisition food quantities, equipment and supplies needed; receive, inspect, verify and accept delivery of food and supplies; assure proper distribution control and security of cash and meal tickets; maintain established food quality standards related to taste, appearance and good nutrition; maintain federal and State standards; organize the serving line and maintain portion control; assure accuracy of daily cash receipts; count and wrap money; prepare bank deposits; process meal applications and issue tickets for the meal program following federal, State and District regulations; assure proper cleanliness and maintenance of equipment and supplies used in the cafeteria; assure compliance with safety and sanitation regulations; utilize proper methods of storing foods; promote student and staff satisfaction by merchandising and serving meals in an attractive manner, incorporate suggestions of students and school staff, attend meetings related to food service operations and activities; operate a variety of equipment and machines used in a school cafeteria.

Report & Record Keeping

Prepare and maintain a variety of reports and records including inventory, requisitions, daily reports, menu planning and production sheets; prepare daily report of meals served; maintain system for recording invoices and preparing personnel forms, payroll cards, time sheets and accident forms; maintain inventory, cost control and filing systems; operate a computer.

Supervision and Training

Supervise the preparation, serving and storage of food in accordance with established guidelines and procedures; train, supervise, discipline and evaluate assigned staff; prepare work schedules and assign duties for subordinate personnel; participate in the selection of new employees as directed.

~~E Essential Job Functions~~

Revised 4/20/04

BOT Approved 12/13/01

Communication

Communicate and implement procedures for effective cooperation between food service staff and administration, faculty, students and parents for the breakfast and lunch programs, field trips, special activities, community affairs and emergency disaster feeding; confer with manager regarding cafeteria needs, conditions and menu changes; perform related duties as assigned.

EMPLOYMENT STANDARDS

Training and Experience:

Graduation from high school **supplemented by coursework in food services management, nutrition, or quantity cooking** and three years increasingly responsible experience in a large **cafeteria** operation **which includes food preparation and serviceing, with at least one year in a lead or supervisory capacity. An associate's degree or certificate in quantity food service preparation/management is highly desirable.**

Special Requirements:

Proof of current Food Handlers / Safety and Sanitation Certification at time of appointment, and throughout employment in a position in this classification.

Knowledge of:

Methods and procedures related to the operations of a junior high or high school cafeteria.

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 serving food.

Principles of nutrition.

Record-keeping techniques.

Principles and practices of training and providing work direction.

Interpersonal skills using tact, patience and courtesy.

Operation of a computer.

Ability to:

Plan, organize and supervise food service operations at an assigned school site.

Estimate food quantities and requisition proper amounts for economical food service.

Prepare nutritious and appetizing food in quantity as necessary.

Operate standard cafeteria equipment and appliances.

Maintain records and prepare reports.

Add, subtract, multiply and divide quickly and accurately.

Understand and follow oral and written directions.

Work independently with little direction.

Establish and maintain cooperative and effective working relationships with others.
Meet schedules and time lines.
Train, supervise and evaluate personnel.
Communicate effectively both orally and in writing.

PHYSICAL DEMANDS

Employees in this classification stand, walk, lift and carry up to 50 lbs. with assistance, carry, push, pull, stoop/bend, kneel, repeated bending, reach over head, repetively use fingers and twist and/or apply pressure with wrists or hands, simultaneously use both hands or both legs, have rapid mental/muscular coordination, speak clearly, hear normal voice conversation, have depth perception, color vision and distinguish shades, see small details, use a telephone and a computer.

WORK ENVIRONMENT

Employees in this classification work inside, in changing temperatures sometimes over 90°, with dangerous machinery*, with fumes, materials^, chemicals and odors^, with sharp objects*, machinery with moving parts^, with hands in water, exposed to colds, flu, tuberculosis, measles, mumps, etc., in direct contact with students, staff, and public, in the absence of direct supervision, with a high volume of work and with tight deadlines. Employees use protective equipment such as: disposable gloves, hair nets, and aprons.

*Knives, slicer, mixer, grater

^Oven and drain cleaner, latex, ant spray, cleaning materials

ENVIRONMENT:

Food service environment.

Subject to heat from ovens.

PHYSICAL DEMANDS:

Standing for extended periods of time.

Lifting and carrying heavy objects weighing up to 25 pounds unassisted, up to 50 pounds with assistance.

Carrying, pushing or pulling food trays, carts, materials and supplies.

Walking.

Dexterity of hands and fingers to operate food service equipment and computerized cash management system.

Reaching overhead, above shoulders and horizontally.

Bending at the waist, kneeling or crouching.

Hearing and speaking in English to exchange information.

Seeing to monitor students and food quality and quantity.

HAZARDS:

Heat from ovens.

Exposure to very hot foods, equipment, and metal objects.

Working around knives, slicers or other sharp objects.

Exposure to cleaning chemicals and fumes.