

Side Letter Agreement Between

MDUSD & Teamsters Local 856

Regarding

The Food Services Salary Study and Reorganization

MDUSD and Teamsters entered into this agreement on December 5, 2022.

This agreement is subject to Board approval. This Side Letter Agreement is not intended to affect any job classification other than those classifications specified herein. It is intended to modify the 2020-2023 MDUSD-Teamsters Agreement, which sunsets on 6-30-23, in relation to the Salary Schedule and Article 2 - Coverage.

Recitals

This salary study was conducted as a result of the March 16, 2022 Side Letter regarding a Salary Schedule Review for Members Working in the Food Services Department, which also resulted in this Food Services Department Reorganization. Subsequently a plan was developed to move Food Service Assistant I and Food Service Assistant II employees into a new job description of Food & Nutrition Service Assistant, and Food Service Assistant III employees into a new job description of Food & Nutrition Service Cook/Baker. After multiple meetings between the District and Teamsters with Koff & Associates, consultants hired to lead the salary study, it was agreed that the three Food Service Assistant

positions and job descriptions would be changed to reflect additional duties and more appropriate job titles with concurrent salary increases that would help ensure improved Food Services to the MDUSD community.

Agreements

Both MDUSD and Teamsters agree to the following terms and conditions:

1. Food Service Assistant I

- a. As of the date of Board Approval, all Food Service Assistant I employees will become Food & Nutrition Services Assistants and move from range 317 to range 355 at the same step with a new updated job description with additional duties. (See new salary schedule below and Food & Nutrition Services Assistant job description attached hereto and incorporated herein.) This is a 32.99% increase to the salary schedule over the previous position of Food Service Assistant I.
- b. The Food Service Assistant I job position will be abolished.
- c. The new title and job description will be Food & Nutrition Services Assistant.

2. Food Service Assistant II

- a. As of the date of Board Approval, all Food Service Assistant II employees will become Food & Nutrition Services Assistants and move from range 354 to range 355 at the same step with the new, updated job description with additional duties, as mentioned in

section 1a above. (See new salary schedule below and Food & Nutrition Services Assistant job description attached hereto and incorporated herein.) This is a 18.44% increase to the salary schedule over the previous position of Food Service Assistant II.

- b. The Food Service Assistant II position will be abolished.
- c. The new title and job description will be Food & Nutrition Services Assistant.

3. Food Service Assistant III

- a. As of the date of Board Approval, all Food Service Assistant III employees will become Food & Nutrition Services Cook/Bakers upgraded with an increased hourly rate but remain within Salary range 358. The Food Service Assistant III employees will remain at the same step with a new updated job description with additional duties. (See new salary schedule below and Food & Nutrition Services Cook/Baker job description attached hereto and incorporated herein.) This is a 23.30% increase to the salary schedule over the previous position of Food Service Assistant III.

- b. The Food Service Assistant III position will be abolished.
- c. The new title and job description will be Food & Nutrition Services Cook/Baker.

4. The changes described in paragraphs 1 - 3 above will result in the following changes to the salary schedule:

Food & Nutrition Services Assistant FSA I & FSA II	355 hourly rate (SDO) annual (193 days)	18.30 28,255	19.21 29,660	20.17 31,142	21.18 32,702	22.24 34,339
Food & Nutrition Services Cook/Baker FSA III	358 hourly rate (SDO) annual (193 days)	19.21 29,660	20.17 31,142	21.18 32,702	22.24 34,339	23.35 36,052
Lead Food Service Worker I LDFD1	489 hourly rate annual (193 days)	-- --	-- --	25.50 39,372	26.78 41,348	28.12 43,417

5. **Current employees affected by the new job descriptions of Food & Nutrition Services Assistant and Food & Nutrition Services Cook as of the date of Board Approval of this agreement will retain the previous weight limit of lifting 25 pounds without assistance. All new employees hired after Board Approval will adhere to the job requirements in the Food & Nutrition Services Assistant and Food & Nutrition Services Cook/Baker job descriptions.**

6. **All Teamsters members affected by these specific changes will retain their seniority date and current step. The positions of Food Service Assistant I, Food Service Assistant II, and Food Service Assistant III will be abolished after the affected employees are moved into the new job title positions and these positions will be permanently removed from the salary schedule.**

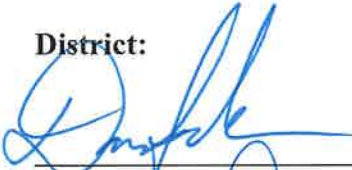
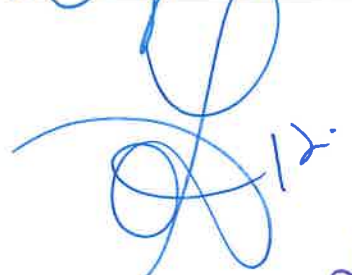
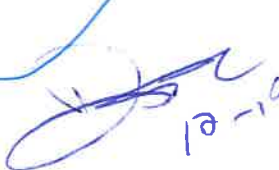
7. **Note: Steps 1 and 2 for the position of Lead Food Service Worker 1, a position where we are not changing salary range cells and is not otherwise affected by this Food Services Department Reorganization, will be removed and replaced with a dash on the Teamster salary schedule. The three (3) current Lead Food Service workers in Step 1 will be moved to Step 3 on February 1, 2023. The one (1) current Lead Food Service worker at Step 2 will be moved to Step 3 on February 1, 2023. Any new Lead Food Service**

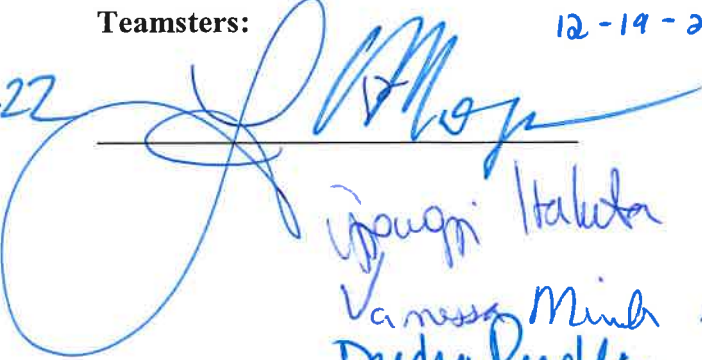

Workers I's hired between December 1, 2022 and the approval of this side letter will move up to Step 3 on February 1, 2023. All four of these current employees and new hires will move up to Step 4 on August 10, 2023. This article (Article 7) becomes effective February 1, 2023.

- 8. This side letter agreement is nonprecedential and does not establish any past practice.
- 9. Salary adjustments pursuant to this Side Letter (except for Article 7) are retroactive to August 11, 2022, apply to base salary only (e.g. not time sheets for extra pay or overtime), and will be incorporated into the salary schedule of the CBA.

District:

Teamsters:


12-16-22

12-16-22

Marti
12-19-22

12-19-22

 Takuta 12-19-22
Vanessa Minh 12-19-22
Dudra Peelle 12-19-22
Teresa Bergum 12/19/22
Gonia Sifoto 12-19-22

Mt. Diablo Unified School District

Food & Nutrition Services Assistant

Summary Definition

Under general supervision, the job of the Food & Nutrition Services Assistant is to support the food service activities at assigned locations with specific responsibilities preparing, assisting in cooking, and serving food items to students and/or school personnel, while maintaining proper food safety and Hazard Analysis Critical Control Points (HACCP) protocols and record keeping. Maintains kitchens in a safe and sanitary condition.

Directly Responsible To

Food & Nutrition Services Area Supervisor. Work guided and directed by Food & Nutrition Services Lead Food Service Worker.

Example of Duties

E: Essential Functions (May perform any combination of the essential functions shown below. This position is not intended to be an exhaustive list of duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principal job elements).

1. Acts as cashier for the purpose of ensuring accurate completion of all cashier processes. **E**
2. Sets up, prepares, and breaks down serving areas in cafeteria, grab n go lines, mobile carts, or satellite locations on campus for the purpose of serving meals to students and staff. **E**
3. Assists in the cooking and preparation of food for the purpose of ensuring effective menu implementation. **E**
4. Assembles main entrees, vegetables, salads, dressings, breads, etc., utilizing menus and recipes prepared by staff for the purpose of producing meals according to menu plan. **E**
5. Cleans kitchen, utensils, dishes, equipment, storage, food preparation, and serving areas for the purpose of maintaining required sanitary conditions. **E**
6. Load and unload meals for the purpose of serving meals to students and staff. **E**

7. Provides assistance with nutrition processes (e.g. daily record keeping, meal counts, production records, food and refrigerator/freezer temperature monitoring, quantity and quality of food inventory, cleanliness of equipment, cleanliness of preparation and serving areas, food preparation and serving, reporting equipment operating problems and other kitchen issues to Lead Food Service Worker, etc.) for the purpose of ensuring implementation of daily processes and all nutrition service requirements. **E**
8. Arranges food and beverage items for the purpose of serving them to students and staff in an efficient manner.
9. Reports safety issues in kitchen and cafeteria areas for the purpose of ensuring a safe and sanitary working environment.
10. Attends unit meetings within the work day, for the purpose of gathering information required to perform job functions.
11. Performs other related duties as assigned.

DESIRABLE QUALIFICATIONS

Skills

Perform multiple tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill based upon competencies required to satisfactorily perform the functions of the job include:

1. Adhere to food production processes
2. Communicate effectively with others
3. Completing tasks in a timely manner
4. Preparing and maintaining accurate records
5. Operate standard office equipment and commercial kitchen equipment
6. Pertinent software applications
7. Applying assessment instruments

Knowledge

Perform basic math, including calculations using fractions, percent, and/or ratios. Knowledge skill based upon competencies required to satisfactorily perform the functions of the job include:

1. Beginning understanding of the Culinary Arts/food preparation
2. Understand complex multi-step written and oral instructions
3. Knowledge of Production kitchen operation
4. Knowledge in scale reading
5. Food safety practices and procedures
6. Food Production timelines
7. Health standards and hazards

Ability

To be flexible within a variety of circumstances. Ability skill based upon competencies required to satisfactorily perform the functions of the job include:

1. Operate equipment using a variety of standardized methods
2. Work with a variety of individuals
3. Problem solving to identify issues and create action plans
4. Working as part of a team
5. Adapting to changing work priorities
6. Meeting deadlines and schedules
7. Organizing tasks
8. Working with frequent interruptions

Responsibility

Responsibilities include; working under general supervision using standardized routines.

Work Environment/Physical Demands

The usual and customary methods of performing the job's functions require the following physical demands: significant lifting, carrying, pushing, and/or pulling; frequent use of step ladder and balancing; stooping, kneeling, crouching, and/or crawling; and fine finger dexterity. Generally the job requires 45% walking and 55% standing. The job is performed under some temperature extremes and under conditions with some exposure to risk of injury and/or illness. Capable of frequently lifting / carrying / pushing / pulling up to 25 lbs; up to 50 lbs occasionally; lifting / carrying / pushing / pulling over 51 lbs will be done as part of a team; considerable physical activity required.

Hazards

Exposure to bulk food, equipment and metal objects; and working in cold, hot and freezing temperature environments.

Licenses and Certificates

- A valid California Driver's License (Preferred)
- CA ServSafe Food Handling Certification (Preferred)

Experience

Job related experience with increase levels of responsibility is desired.

Education (Minimum)

High School Diploma or equivalent

Board Approval Expected: 1-18-23

Salary Range: 355

Mt. Diablo Unified School District

Food & Nutrition Services Cook/Baker

Summary Definition

Under general supervision, the job of the Food & Nutrition Services Cook/Baker is to prepare and cook items following prescribed menu, while maintaining proper food safety and Hazard Analysis Critical Control Points (HACCP) protocols and record keeping. The Cook/Baker has good knowledge of methods of large-scale cooking and baking, including the use and care of kitchen equipment and utensils, and cleaning materials and sanitation procedures with specific responsibilities for preparing food, cooking and distributing food and supplies; preparing food for transport; maintains kitchen in a safe and sanitary condition and guiding assigned personnel in the performance of their job functions. The Cook/Baker must plan work efficiently for the economic use of food and supplies and equipment, follow written and oral instructions, and use basic math to adjust and execute recipes.

Directly Responsible To

Food & Nutrition Services Area Supervisor. Work guided and directed by Food & Nutrition Services Lead Food Service Worker.

Example of Duties

E: Essential Functions (May perform any combination of the essential functions shown below. This position is not intended to be an exhaustive list of duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principal job elements).

1. Prepares and cooks/bakes large-scale meals for the purpose of serving food to students and adults. **E**
2. Prepares foods using approved methods of preparation and quantity recipes for the purpose of maximizing efficiency, standardizing product, and complying with nutritional requirements.
3. Adjusts recipes, using basic math skills for the purpose of optimal scheduled meal distribution. **E**

4. Estimates quantity of food needed to meet menu requirements for the purpose of ensuring sufficient supply, maximizing product usage and minimizing food waste. **E**
5. Ensures food preparation and serving areas meet acceptable cleanliness and sanitary standards for the purpose of meeting health requirements. **E**
6. Supports assigned personnel for the purpose of assisting them in food preparation and serving functions in a safe and efficient manner
7. Cleans kitchen, utensils, dishes, equipment, storage, food preparation, ~~dining areas~~ and serving areas for the purpose of maintaining required sanitary conditions. **E**
8. May function as the Food & Nutrition Services Lead Worker when required.
9. Assists in the storage and care of foods, supplies and equipment.
10. Performs other related duties as assigned.

DESIREABLE QUALIFICATIONS

Skills

Perform multiple tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill based upon competencies required to satisfactorily perform the functions of the job include:

1. Adhere to production processes
2. Communicate effectively with other
3. Guide and mentor other staff
4. Completing tasks in a timely manner.
5. Preparing and maintaining accurate records
6. Operate standard office equipment and commercial kitchen equipment
7. Pertinent software applications
8. Applying assessment instruments
9. Understand and perform scale reading

Knowledge

Perform basic math, including calculations using fractions, percent, and/or ratios. Knowledge skill based upon competencies required to satisfactorily perform the functions of the job include:

1. Understanding of the Culinary Arts
2. Understand complex multi-step written and oral instructions
3. Knowledge of Production kitchen operation
4. Quantity food preparation and handling
5. Food Safety practices and procedures
6. Methods of quantity cooking
7. Knowledge in scale reading
8. Food Production timelines

9. Health standards and hazards

Ability

To be flexible within a variety of circumstances. Ability skill based upon competencies required to satisfactorily perform the functions of the job include:

1. Operate equipment using a variety of standardized methods
2. Work with a variety of individuals
3. Problem solving to identify issues and create action plans
4. Working as part of a team
5. Adapting to changing work priorities
6. Meeting deadlines and schedules
7. Organizing tasks
8. Working with frequent interruptions
9. Generate standardized recipes using computer

Responsibility

Responsibilities include; working under general supervision using standardized routines; guiding, and/or coordinating others. Continue to professionally grow and learn in order to positively impact the organization's services.

Work Environment/Physical Demands

The usual and customary methods of performing the job's functions require the following physical demands: significant lifting, carrying, pushing, and/or pulling; frequent use of step ladder and balancing; stooping, kneeling, crouching, and/or crawling; and fine finger dexterity. Generally the job requires 45% walking and 55% standing. The job is performed under some temperature extremes and under conditions with some exposure to risk of injury and/or illness. Capable of frequently lifting / carrying / pushing / pulling up to 25 lbs; up to 50 lbs occasionally; lifting / carrying / pushing / pulling over 51 lbs will be done as part of a team; considerable physical activity required.

Hazards

Exposure to bulk food, equipment and metal objects; and working in cold, hot and freezing temperature environments.

Licenses and Certificates

- A valid California Driver's License (Preferred)
- CA ServSafe Certification (Preferred)

Experience

Job related experience with increase levels of responsibility is desired.

Education (Minimum)

High School Diploma or equivalent

Board Approval Expected: 1-18-23

Salary Range: 358