

Board Office Use: <b>Legislative File Info.</b>	
File ID Number	21-1742
Introduction Date	06/30/2021
Enactment Number	21-1218
Enactment Date	6/30/2021 er



### Board Cover Memorandum

**To** Board of Education

**From** Kyla Johnson-Trammell, Superintendent  
Tara Gard, Chief of Talent

**Meeting Date** June 30, 2021

**Subject** Creation/Revision of Job Descriptions – Named Positions – Talent/Human Resources Department

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**Action Requested** Adoption by the Board of Education of Resolution No. 2021-0290 – Creation/Revision of Job Descriptions – Named Positions – Talent/Human Resources Department.

**Creations:**

1. Director, New Teacher Support & Development (PreK-12);
2. Custodial Services, Utility Technician;
3. Custodian Technician, Central Kitchen;
4. Production Technician, Central Kitchen; and
5. Coordinator, Employee Diversity & Inclusion

**Revisions:**

1. Sweeper Operator, Utility Technician; and
2. Sanitation/Utility Technician, Lead.

**Discussion** The Talent Division recommends approval of this job description as part of its ongoing work to revise and update the job classifications needed to implement the strategic plan, create greater clarity of roles, and have a written job description that reflects the scope and responsibilities for every position in the district.

**Creation:**

Job Description/Position/Title/FTE

**Director, New Teacher Support & Development (PreK-12)**  
(As Assigned) (1.0 FTE)

**Details of Creation:**

A review of the current Manager, New Teacher Support & Development (PreK-12) responsibilities shows an increase in scope and responsibilities. Including in-house credentialing and strategic mentorship. This position

reflects the duties of this position.

Salary Schedule/Range

Salary Schedule: CFAD 23

Range: \$102,388.13 – \$130,685.08

261 days, 7.5 hours (FT)

**FISCAL IMPACT:**

This position will be funded with central supplemental funds. The work held by this position aligns to LCAP priorities and Strategic Plan.

**Creation:**

Job Description/Position/Title/FTE

**Custodial Services, Utility Technician**

(As Assigned) (1.0 FTE)

Details of Creation:

This position plays a vital role in providing a clean and secure learning environment by serving in a variety of custodial capacities to ensure the departmental and operational needs of the Custodial department are met with integrity and proficiency

Salary Schedule/Range

Salary Schedule: AFSCME Range 2

Range: \$47,752.56 – \$58,067.28

261 days, 8.0 hours (FT)

**FISCAL IMPACT:**

The funding for these positions will be provided 80% from the General Fund and 20% from RRMA.

**Creation:**

Job Description/Position/Title/FTE

**Custodian Technician, Central Kitchen**

(As Assigned) (1.0 FTE)

Details of Creation:

Central Kitchen position is to maintain the clean and sanitary condition of the district's food manufacturing facility consistent with the California Retail Food Code (CRFC), Hazard Analysis Critical Control Point (HACCP) procedures and current version of the U.S. Public Health Service "Food Code"

Salary Schedule/Range

Salary Schedule: AFSCME Range 2

Range: \$47,752.56 – \$58,067.28

261 days, 8.0 hours (FT)

**FISCAL IMPACT:**

This position will be funded from Fund 13 and will not be an additional cost as it was included in the budget brought forth for adoption. Per Settlement with AFSCME, this position will replace 1 FTE of the Sanitation Technician, Lead.

**Creation:**

Job Description/Position/Title/FTE

**Production Technician, Central Kitchen**

(As Assigned) (1.0 FTE)

**Details of Creation:**

Production Technician is responsible for overseeing the distribution operations of temperature sensitive food, beverages, and other food related items from the Central Kitchen to a variety of school sites, and other District vendors

**Salary Schedule/Range**

Salary Schedule: AFSCME Range 2

Range: \$47,752.56 – \$58,067.28

261 days, 8.0 hours (FT)

**FISCAL IMPACT:**

This position will be funded from Fund 13 and will not be an additional cost as it was included in the budget brought forth for adoption.

**Creation:**

Job Description/Position/Title/FTE

**Coordinator, Employee Diversity & Inclusion**

(As Assigned) (2.0 FTE)

**Details of Creation:**

Two FTEs specifically focused on the recruitment and retention of black and brown teachers and leaders in Oakland, including hiring and retention practices.

**Salary Schedule/Range**

Salary Schedule: CFAD 23

Range: \$88,488.13 – \$112,871.29

261 days, 7.5 hours (FT)

**FISCAL IMPACT:**

These positions will be funded with ESSER. The work held by this position aligns to LCAP priorities and Strategic Plan.

**Revision:**

Job Description/Position/Title/FTE

**Sweeper Operator, Utility Technician**

(As Assigned) (1.0 FTE)

**Details of Creation:**

The position operates a mechanical sweeper to clean paved areas of District sites; drive a pickup truck and trailer from site to site; serve as custodian at assigned location during inclement weather or when the sweeper

**Salary Schedule/Range**

Salary Schedule: Custodial Sweeper/Custodial Utility Tech

Range: \$57,746.25 – \$70,190.93

261 days, 8.0 hours (FT)

**FISCAL IMPACT:**

The funding for these positions will be provided 80% from the General Fund and 20% from RRMA.

**Revision:**

Job Description/Position/Title/FTE

**Sanitation/Utility Technician, Lead**

(As Assigned) (1.0 FTE)

**Details of Creation:**

Sanitation/Utility Technician, Lead is to maintain the clean and sanitary condition of the district's food manufacturing facility consistent with the California Retail Food Code (CRFC), Hazard Analysis Critical Control Point (HACCP) procedures and current version of the U.S. Public Health Service "Food Code"

**Salary Schedule/Range**

Salary Schedule: AFSCME Technician Salary Schedule

Range: \$47,752.56 – \$58,067.28

261 days, 8.0 hours (FT)

**FISCAL IMPACT:**

This position will be funded from Fund 13 and will not be an additional cost as it was included in the budget brought forth for adoption.

**Recommendation**

Adoption by the Board of Education of Resolution No. 2021-0290 – Creation/Revision of Job Descriptions – Named Positions – Talent/Human Resources Department.

**Creations:**

1. Director, New Teacher Support & Development (PreK-12);
2. Custodial Services, Utility Technician;
3. Custodian Technician, Central Kitchen;
4. Production Technician, Central Kitchen; and
5. Coordinator, Employee Diversity & Inclusion.

**Revisions:**

1. Sweeper Operator, Utility Technician; and
2. Sanitation/Utility Technician, Lead.



**RESOLUTION  
OF THE  
BOARD OF EDUCATION  
OF THE  
OAKLAND UNIFIED SCHOOL DISTRICT  
Resolution No. 2021-0290**

- Creation/Revision of Job Descriptions – Named Positions – Talent/Human Resources Department -

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**WHEREAS**, it is the goal of the Oakland Unified School District to ensure organizational effectiveness, efficiency and accountability to further student achievement; and

**WHEREAS**, it is the intent of the district to develop a structure which focuses on providing high standards of service and increasing accountability across the system; and

**WHEREAS**, the job description aligns with the district's priority of a Full-Service Community School District and to enhance service our students, schools and community, and

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Education hereby determines that the following positions are created or revised as set forth in the attachments and shall be established on the respective salary schedule/range effective 12:01 a.m., July 1, 2021, as follows:

**Creation:**

Job Description/Position/Title/FTE

**Director, New Teacher Support & Development (PreK-12)**

(As Assigned) (1.0 FTE)

**Details of Creation:**

A review of the current Manager, New Teacher Support & Development (PreK-12) responsibilities shows an increase in scope and responsibilities. Including in-house credentialing and strategic mentorship. This position reflects the duties of this position.

**Salary Schedule/Range**

Salary Schedule: CFAD 23

Range: \$102,388.13 – \$130,685.08

261 days, 7.5 hours (FT)

**FISCAL IMPACT:**

This position will be funded with central supplemental funds. The work held by this position aligns to LCAP priorities and Strategic Plan.

**Creation:**

Job Description/Position/Title/FTE

## **Custodial Services, Utility Technician**

(As Assigned) (1.0 FTE)

### Details of Creation:

This position plays a vital role in providing a clean and secure learning environment by serving in a variety of custodial capacities to ensure the departmental and operational needs of the Custodial department are met with integrity and proficiency

### Salary Schedule/Range

Salary Schedule: AFSCME Range 2

Range: \$47,752.56 – \$58,067.28

261 days, 8.0 hours (FT)

### **FISCAL IMPACT:**

The funding for these positions will be provided 80% from the General Fund and 20% from RRMA.

### **Creation:**

Job Description/Position/Title/FTE

#### **Custodian Technician, Central Kitchen**

(As Assigned) (1.0 FTE)

### Details of Creation:

Central Kitchen position is to maintain the clean and sanitary condition of the district's food manufacturing facility consistent with the California Retail Food Code (CRFC), Hazard Analysis Critical Control Point (HACCP) procedures and current version of the U.S. Public Health Service "Food Code"

### Salary Schedule/Range

Salary Schedule: AFSCME Range 2

Range: \$47,752.56 – \$58,067.28

261 days, 8.0 hours (FT)

### **FISCAL IMPACT:**

This position will be funded from Fund 13 and will not be an additional cost as it was included in the budget brought forth for adoption. Per Settlement with AFSCME, this position will replace 1 FTE of the Sanitation Technician, Lead.

### **Creation:**

Job Description/Position/Title/FTE

#### **Production Technician, Central Kitchen**

(As Assigned) (1.0 FTE)

### Details of Creation:

Production Technician is responsible for overseeing the distribution operations of temperature sensitive food, beverages, and other food related items from the Central Kitchen to a variety of school sites, and other District vendors

Salary Schedule/Range

Salary Schedule: AFSCME Range 2

Range: \$47,752.56 – \$58,067.28

261 days, 8.0 hours (FT)

**FISCAL IMPACT:**

This position will be funded from Fund 13 and will not be an additional cost as it was included in the budget brought forth for adoption.

**Creation:**

Job Description/Position/Title/FTE

**Coordinator, Employee Diversity & Inclusion**

(As Assigned) (2.0 FTE)

Details of Creation:

Two FTEs specifically focused on the recruitment and retention of black and brown teachers and leaders in Oakland, including hiring and retention practices.

Salary Schedule/Range

Salary Schedule: CFAD 23

Range: \$88,488.13 – \$112,871.29

261 days, 7.5 hours (FT)

**FISCAL IMPACT:**

These positions will be funded with ESSER. The work held by this position aligns to LCAP priorities and Strategic Plan.

**Revision:**

Job Description/Position/Title/FTE

**Sweeper Operator, Utility Technician**

(As Assigned) (1.0 FTE)

Details of Creation:

The position operates a mechanical sweeper to clean paved areas of District sites; drive a pickup truck and trailer from site to site; serve as custodian at assigned location during inclement weather or when the sweeper

Salary Schedule/Range

Salary Schedule: Custodial Sweeper/Custodial Utility Tech

Range: \$57,746.25 – \$70,190.93

261 days, 8.0 hours (FT)

**FISCAL IMPACT:**

The funding for these positions will be provided 80% from the General Fund and 20% from RRMA.

**Revision:**



Job Description/Position/Title/FTE

**Sanitation/Utility Technician, Lead**

(As Assigned) (1.0 FTE)

Details of Creation:

Sanitation/Utility Technician, Lead is to maintain the clean and sanitary condition of the district's food manufacturing facility consistent with the California Retail Food Code (CRFC), Hazard Analysis Critical Control Point (HACCP) procedures and current version of the U.S. Public Health Service "Food Code"

Salary Schedule/Range

Salary Schedule: AFSCME Technician Salary Schedule

Range: \$47,752.56 – \$58,067.28

261 days, 8.0 hours (FT)

**FISCAL IMPACT:**

This position will be funded from Fund 13 and will not be an additional cost as it was included in the budget brought forth for adoption.

**BE IT FURTHER RESOLVED**, that the Board authorizes the creation of job descriptions as so stated above.

Passed by the following vote:

PREFERENTIAL AYE: None

PREFERENTIAL NOE: None

PREFERENTIAL ABSTENTION: None

PREFERENTIAL RECUSE: None

AYES: Aimee Eng, VanCedric Williams, Gary Yee, Mike Hutchinson, Clifford Thompson, Vice President Benjamin "Sam" Davis, President Shanthi Gonzales

NOES: None

ABSTAINED: None

RECUSE: None

ABSENT: Samantha Pal (Student Director), Jessica Ramos (Student Director)

### **CERTIFICATION**

We hereby certify that the foregoing is a full, true and correct copy of a Resolution passed at a Regular Meeting of the Board of Education of the Oakland Unified School District held on June 30, 2021.

### **OAKLAND UNIFIED SCHOOL DISTRICT**

<b>Legislative File</b>	
File ID Number:	21-1742
Introduction Date:	06/30/2021
Enactment Number:	21-1218
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By:	



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Shanthi Gonzales  
President, Board of Education



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Kyla Johnson-Trammell  
Superintendent and Secretary, Board of Education

Legislative File	
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By:	



# OAKLAND UNIFIED SCHOOL DISTRICT

## Position Description

<b>TITLE:</b>	<b>Director, New Teacher Support and Development, Pre K-12</b>	<b>REPORTS TO:</b>	<b>Assigned Supervisor</b>
<b>DEPARTMENT:</b>	<b>Talent/HR</b>	<b>CLASSIFICATION:</b>	<b>Certificated Management</b>
<b>FLSA:</b>	<b>Exempt</b>	<b>WORK YEAR/HOURS</b>	<b>227 days/7.5 hours (FT) or as assigned</b>
<b>ISSUED:</b>	<b>Created: June 2021</b>	<b>SALARY GRADE:</b>	<b>CFAD 23</b>

**BASIC FUNCTION:** Under direction of the assigned supervisor, manage a department team to promote and support the District’s strategic plan to ensure all students are college and career ready.

**REPRESENTATIVE DUTIES:** (Incumbents may perform any combination of the essential functions shown below. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to reflect the principal job elements accurately.)

**E = Essential Functions**

**Evaluation of Implementation and Strategic Planning**

- Establish metrics to measure the effectiveness of the District’s strategy and programs as it relates to new and early career teacher support & development, monitor and report on progress; collaborate with Research, Assessment and Data as appropriate.
- Partner with internal and external stakeholders to leverage and share collective expertise on new teacher support systems and practices in order to ensure robust, coherent, and effectively differentiated structures are in place districtwide.
- Leverage existing, and establish new, relationships with state agencies, universities, community colleges and stakeholder groups to maximize collaborative support for effective teaching and leading; identify policy changes as needed and collaborate around new initiatives
- Collaborate with Talent Management staff to ensure new teacher support programs and initiatives are clearly aligned with the District’s strategic plan and effectively coordinated with the Division’s overall support plan for sites, leaders, and educators.
- Collaborate with Talent teams to develop and implement strong data management systems for monitoring teacher progress through the credentialing process

**New & Early Career Teacher Support & Development**

- Oversee the development and implementation of the District’s new teacher mentoring programs to ensure high impact on educator satisfaction, efficacy, and retention, including the District’s CTC-accredited Teacher Induction Program
- Oversee the development and implementation of new teacher mentoring as a critical component of the District’s larger efforts to promote teacher leadership opportunities and pathways

- Lead team collaboration with internal stakeholders including central teams, school administrators, instructional leaders, and new teachers to develop and implement policies, systems, and practices that strengthen the ability of schools to attract, develop and retain quality educators who are reflective of Oakland's rich diversity

### **Mentor Training and Development**

- Partner with District leaders, central teams, and site leaders to establish consistently high standards and capacity for new teacher support and development
- Ensure the development and districtwide implementation of a tiered set of high quality mentoring models that provides all educators with common frameworks, shared language, effective practices, tools and processes while also allowing for flexibility and differentiation based on assets and needs at the site and for each teacher
- Oversee the facilitation and training for new teacher mentors and Lead Mentors

### **New Teacher Support & Development Team Leadership**

- Lead a team of New Teacher Support Managers and Lead Mentors in implementing new teacher mentoring programs, mentor development, and individualized support to school leaders, mentors, and new teachers at focal sites
- Align and coordinate processes and practices to the District's teacher and leadership development theory of action, effective teacher and leadership frameworks, and professional development plans.
- Hire, manage, motivate, develop and evaluate assigned staff; includes hiring, resource allocation, coaching, performance management, and development of staff.

Perform other related duties as assigned.

### **MINIMUM QUALIFICATIONS**

**TRAINING, EDUCATION AND EXPERIENCE:** a bachelor's degree from an accredited college or university and five years of experience leading new teacher induction, support and development.

Master's degree preferred.

Bilingual skills preferred.

### **LICENSES AND OTHER REQUIREMENTS:**

Valid California Administrative Services Credential

Valid California (or Out-of-State) Teaching Credential with English Learner authorization

Valid California Driver's License

Employment eligibility will include fingerprints, tuberculosis and/or other employment clearance

### **KNOWLEDGE AND ABILITIES**

#### **KNOWLEDGE OF:**

California Department of Education Frameworks governing work scope such as: Common Core Standards, Content Standards, Curriculum, Response to Intervention, Full Service Community Schools

Current District curriculum and school instructional programs in assigned area

Cognitive Coaching Curriculum

Adult learning theory

Strategic direction of the District

Utilization of various forms of assessment to guide and design instruction

Effective pedagogy for ethnic populations, English, and Standard English Learners

Applicable federal, state, and District codes, regulations, policies and procedures governing work scope

Methods to interpret, apply, and explain rules, regulations, policies and procedures related to work scope

Various District bargaining unit contracts related to employee evaluation

Planning, organization and coordination needed for assigned program  
Effective strategies, theories, techniques, and methods of professional development  
Diverse academic, socio-economic, cultural, ethnic, and disability backgrounds of District students  
Interpersonal skills using tact, patience, and courtesy  
Correct English usage, grammar, spelling, and punctuation  
Implement plans and evaluate their outcomes  
Principles and practices of effective leadership  
Serve as trusted resource to District administrators and facilitate communication throughout the District  
Budget preparation and management to ensure fiscal responsibility  
Telephone techniques, systems and etiquette  
Presentation, communication, and public speaking techniques  
Principles and practices of supervision and evaluation  
Computer software, hardware, and related technology

**ABILITY TO:**

Interpret, communicate, implement, and maintain current knowledge of applicable laws, codes, policies, procedures, and District regulations governing work scope  
Interpret District collective bargaining contract language  
Establish and maintain effective working relationships with others of diverse backgrounds, experience, and personalities  
Address the needs of identified English Learner communities  
Work with diverse school sites and conditions  
Perform duties with awareness of all District requirements and policies  
Communicate effectively in English orally and in writing  
Model effective communication skills using tact, patience, and courtesy to understand and respond to the needs and expectations of team members and others  
Analyze, interpret and communicate data  
Motivate and support adults to transform their practices  
Plan, organize, and complete work to meet established timelines and deadlines  
Analyze situations accurately and adopt effective course of action  
Manage multiple projects simultaneously  
Implement plans and evaluate their outcomes  
Prepare and deliver clear and concise presentations to a variety of audiences  
Participate in District approved professional development to maintain current knowledge of evolving needs of students and the District related to work scope  
Meet District standards of professional conduct as outlined in Board Policy  
Supervise, coach, and evaluate assigned personnel  
Operate personal computer, related software, and other office equipment

**WORKING CONDITIONS**

**ENVIRONMENT:**

Office environment and diverse school site environments; driving a vehicle to conduct work; fast-paced work; constant interruptions

**PHYSICAL REQUIREMENTS:**

Dexterity of hands and fingers to operate a computer keyboard and other office equipment; sitting or standing for extended periods of time; hearing and speaking to exchange information and make presentations; seeing to read and write to prepare and proofread documents, use the computer keyboard and other office equipment; kneeling and bending at the waist, reaching overhead, above the shoulders and horizontally to retrieve and store files and supplies; lifting light objects.

Legislative File	
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By:	



# OAKLAND UNIFIED SCHOOL DISTRICT

## Position Description

<b>TITLE:</b>	<b>Custodial Services, Utility Technician</b>	<b>REPORTS TO:</b>	<b>Assigned Supervisor</b>
<b>DEPARTMENT:</b>	<b>Custodial Services</b>	<b>CLASSIFICATION:</b>	<b>Classified</b>
<b>FLSA:</b>	<b>Non-Exempt</b>	<b>WORK YEAR/HOURS:</b>	<b>261 days/8 hours or duty days and hours as assigned</b>
<b>ISSUED:</b>	<b>Created: May 2021</b>	<b>SALARY GRADE:</b>	<b>Custodial Sweeper/Technician Salary Schedule</b>

**BASIC FUNCTION:** Under the direction of an assigned supervisor, this position plays a vital role in providing a clean and secure learning environment by serving in a variety of custodial capacities to ensure the departmental and operational needs of the Custodial department are met with integrity and proficiency; coordinate the work of assigned custodians; make technical and non-technical repairs of custodial equipment, and perform related work as required; including attending equipment repair training

**REPRESENTATIVE DUTIES:** Incumbent may perform any combination of the essential functions shown below. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but are intended to accurately reflect the principal job elements.

### ESSENTIAL FUNCTIONS:

Operate, diagnose, inspect, adjust, clean, maintain and repair an array of custodial equipment ranging from vacuums to ride-on floor scrubbers; train other custodians on how to properly utilize different types of equipment and custodial duties.

Perform a full range of Head Custodial duties as needed, in the absence of custodial coverage; routinely inspect sites to ensure established standards of cleanliness are maintained.

Coordinate the work of custodians and the maintenance of sites/District facilities, equipment, and adjacent grounds.

Serve at a school site in the absence of a custodian as assigned.

Serve as a custodian when assigned and during inclement weather at different facilities or school sites.

Perform a full range of custodial duties when assigned.

Assist in maintaining school security and fire safety as assigned.

Assist with special custodial related projects District-wide.

Assist with servicing Custodial Services vehicles.

Prepare and deliver custodial supply orders for delivery or pickup according to schedule; pull materials; pack boxes; drive orders to their designated school.

Assist with storage, distribution, and inventory of various custodial supplies and equipment.

Operate specialized equipment; pallet jack, forklift, ride on scrubber etc....

Inspect and make repairs to malfunctioning custodial equipment.

Participate in equipment repair training courses.

Serve as a sweeper operator when necessary.

May perform site surveillance work at a differential rate of pay as needed.

Perform related duties as assigned.

**QUALIFICATIONS:**

The District determines whether a candidate is qualified based on fulfillment of prerequisites, relevant work experience, ability to perform the essential functions, reference checks, effective interpersonal and communication skills demonstrated by interview performance and/or writing samples, and achievement on performance-based assessments (if applicable) that demonstrate the candidate possesses the requisite knowledge, skills and abilities. Meeting prerequisites only satisfies the initial screening process and does not indicate the candidate is qualified to perform the essential functions of the position.

**KNOWLEDGE OF:**

Safe and efficient operating practices of mechanical sweeper, pickup truck and trailer Traffic laws and regulations pertaining to operating a small truck and trailer

Cleaning materials, methods of sanitation, including the proper and safe use of custodial equipment, chemicals, and tools

Scheduling, planning and performing maintenance, repair and inspection of custodial equipment

Maintaining inventory of tools, supplies and materials necessary for custodial maintenance and equipment repairs

Interpersonal and communication skills to interact effectively with staff directly or indirectly

**ABILITY TO:**

Demonstrate a positive personality and character suitable to work in schools

Be part of a team and foster teamwork by maintaining working relationships with a diverse population from various cultural backgrounds

Operate a mechanical sweeper and drive a pickup truck and trailer with care and safety in heavy traffic and in a school yard or other assigned area

Properly operate and safely use custodial equipment, including but not limited to a vacuum cleaner, floor scrubber and polisher, pallet jack, fork lift and ride on floor scrubber

Diagnose custodial equipment problems and determine repair work needed

Work independently and possess ability to follow through and carry out assignments

Lift and move heavy objects

Serve as a custodian when so assigned

Operate a pallet jack, forklift and ride on floor scrubber

Read, write and understand directions in English

Keep accurate work records and logs

**PREREQUISITES:**

Any combination of education, training and/or experience equivalent to: Graduation from high school or equivalent and sufficient training and experience to demonstrate the knowledge and abilities listed.

Valid California Driver's License

**PRE-EMPLOYMENT PROCESS:**



Employment eligibility will include fingerprints, tuberculosis and/or other employment clearance

**WORKING CONDITIONS**

**ENVIRONMENT:**

Indoor and outdoor environment; driving a vehicle to conduct work; seasonal hot and cold or adverse weather conditions; working around machinery with moving parts; vehicle operation in traffic

**PHYSICAL REQUIREMENTS:**

Dexterity of hands and fingers to operate assigned tools and equipment; seeing to perform custodial work; lifting, carrying, pushing, and pulling objects up to 50 pounds, occasionally 50+ pounds; reaching overhead, above the shoulders and horizontally, utilizing up to 12ft ladder and/or using a lift to clean elevated areas; bending at the waist, kneeling or crouching; lifting, carrying, pushing or pulling moderately heavy objects; standing for extended periods of time; sitting for extended periods of time; performing heavy physical labor.

**NON-DISCRIMINATION POLICY:**

The Oakland Unified School District does not discriminate in any program, activity, or in employment on the basis of actual or perceived race, religion, color, national origin, ancestry, age, marital status, pregnancy, physical or mental disability, medical condition, genetic information, veteran status, gender, sex, or sexual orientation.

Legislative File	
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By:	



# OAKLAND UNIFIED SCHOOL DISTRICT

## Position Description

<b>TITLE:</b>	<b>Custodian Technician, Central Kitchen</b>	<b>REPORTS TO:</b>	<b>Assigned Supervisor</b>
<b>DEPARTMENT:</b>	<b>Custodial Services</b>	<b>CLASSIFICATION:</b>	<b>Classified</b>
<b>FLSA:</b>	<b>Non-Exempt</b>	<b>WORK YEAR/HOURS:</b>	<b>261 days / 8 hours or duty days and hours as assigned</b>
<b>ISSUED:</b>	<b>Created: May 2021</b>	<b>SALARY GRADE:</b>	<b>Technician Salary Schedule</b>

**BASIC FUNCTION:** Under direction from the assigned supervisor the Head Custodian, Central Kitchen position is to maintain the clean and sanitary condition of the district’s food manufacturing facility consistent with the California Retail Food Code (CRFC), Hazard Analysis Critical Control Point (HACCP) procedures and current version of the U.S. Public Health Service “Food Code”; to clean and sanitize administrative work areas, educational areas, facilities and grounds; maintains offices, buildings, warehouse, storerooms and plant facilities in a clean and orderly condition. Performs heavy and light cleaning duties such as sweeping, mopping, and scrubbing floors, washing walls and windows of facilities; and removing debris, trash and litter from facility grounds and sidewalks.

**REPRESENTATIVE DUTIES:** Incumbent may perform any combination of the essential functions shown below. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but are intended to accurately reflect the principal job elements.

**ESSENTIAL FUNCTIONS:**

- Follow established standard operating procedures (SOPs); Perform assigned duties consistent with food safety and sanitation standards and Hazard Analysis Critical Control Point (HACCP) procedures.
- Ensure compliance with all OUSD, U.S. Department of Agriculture, State of California Departments of Education and Health, Child Nutrition program, and Occupational Safety and Health Administration (OSHA) procedures, policies and standards.
- Unlock and lock facility gates, doors, raise and lower flags and banners.
- Maintain a clean, sanitary, and safe work area.
- Wear appropriate personal protective equipment (PPE) at all times.
- Operate motorized and manual cleaning equipment as required.
- Empty garbage, recycling and composting receptacles; separate and prepare cardboard and other items for recycling and composting; place and replace liners in garbage, recycling and composting receptacles; clean garbage, recycling and composting receptacles and replace as needed.
- Keep production areas clean of water during production and use squeegee frequently to remove standing water.
- Participate in periodic deep-cleaning of the central kitchen including clearing and cleaning of grease traps.
- Sweep, mop, dust, and vacuum lobby, offices, common areas, conference and break rooms.

Clean interior surface areas, including the warehouse and storerooms interior high touch surface areas.

Clean and maintain all restroom facilities, including sinks, urinals, toilets, walls, mirrors and floors.

Order supplies and keep restrooms and other facilities stocked and replenished with essentials.

Continually inspect for and dispose of all debris; maintain grounds, entryways and walkways.

Provides the cleaning upkeep of drinking fountains.

Provide cleaning of the facility and the adjacent administrative work areas, educational areas; clean, sweep, vacuum, high and low dusting, clean windows, window sills, glass door panels etc.

Move equipment and furniture as necessary.

Minor repair of custodial cleaning equipment

Perform work within scope of authority and training, and in compliance with OUSD policies and quality standards.

Demonstrate courteous and cooperative behavior when interacting with students, clients, visitors, and OUSD staff; act in a manner that promotes a harmonious and effective workplace environment.

Maintain absolute confidentiality of work-related issues, records and OUSD information.

Perform other related duties as required.

**QUALIFICATIONS:**

The District determines whether a candidate is qualified based on fulfillment of prerequisites, relevant work experience, ability to perform the essential functions, reference checks, effective interpersonal and communication skills demonstrated by interview performance and/or writing samples, and achievement on performance-based assessments (if applicable) that demonstrate the candidate possesses the requisite knowledge, skills and abilities. Meeting prerequisites only satisfies the initial screening process and does not indicate the candidate is qualified to perform the essential functions of the position.

**KNOWLEDGE OF:**

Maintaining a clean and safe working environment, including personal sanitation and hygiene regulations.

Custodial cleaning standards associated with cleaning a Central Kitchen Food Manufacturing Facility and other District offices spaces, classrooms and facilities.

Proper cleaning methods, materials and chemicals and disinfectants agents used to safely clean, sanitize and disinfect a Central Kitchen Food Manufacturing Facility.

Health regulations and safe corrective and preventive measures to improve facility plant sanitation.

Cleaning methods, procedures and techniques for food preparation, manufacturing, and distribution facilities.

Federal, state and local codes and regulations governing food safety and sanitation standards.

Safe working methods, procedures and lifting techniques.

Maintain facilities security of fire safety, and fire extinguishers.

Management of civic center procedures and processes for facilities use.

Record keeping and records management and effectively managing a supply budget.

Principles and practices of effective customer service.

Diversity, sensitivity and competence with regard to issues of race, learning or other ability, ethnicity, culture, religion, gender, socio-economic group, sexuality or other orientations or cultural markers.

Correct English usage, grammar, spelling, vocabulary and punctuation.

**ABILITIES TO:**

Follow all food safety, health and quality system requirements.

Support the manufacturing and operational team in ensuring sanitation practices and processes are followed consistently throughout the facilities.

Effectively plan, organize, and prioritize work.

Identify improvement opportunities and partners with the management team to execute plans.

Read and understand chemical labels.

Operate a variety of custodial equipment including a floor stripper, buffer, carpet shampooer, vacuum cleaner, and other small power and hand tools.

Complete minor repairs within the scope of custodial duties, as necessary.

Prioritize multiple tasks and demands and work with frequent interruptions.

Follow verbal and written instructions and procedures.

Establish and maintain effective working relationships with co-workers and clients.

Clean elevated spaces (using a ladder of up to 12 feet) and/or use a lift to clean elevated areas.

Perform minor building repair needs (i.e. replacement of dispensers, minor pest abatement.

Promote and enforce safe work practices, and report unsafe work environments and practices.

Communicate effectively verbally and in writing.

**PREREQUISITES:**

High School Diploma or GED equivalent.

Two (2) years working as a custodian performing related cleaning duties

Valid California Driver's License, if applicable.

Food handling card within 6 months of hire.

**PRE-EMPLOYMENT PROCESS:**

Employment eligibility will include fingerprints, tuberculosis and/or other employment clearance.

**WORKING CONDITIONS**

**ENVIRONMENT:**

Kitchen, food service and diverse environments; indoor/outdoor environments; exposure to heat and cold environments; fast-paced work; constant interruptions

**PHYSICAL REQUIREMENTS:**

Consistent mental alertness; sitting or standing for extended periods of time; lifting, carrying, pushing, and pulling objects up to 50 pounds, occasionally 50+ pounds; bending and twisting at the waist, reaching overhead, above the shoulders and horizontally; dexterity of both hands and fingers while performing duties; seeing to read, write and use the computer; hearing and speaking to exchange information, in person or on the telephone.

**NON-DISCRIMINATION POLICY:**

The Oakland Unified School District does not discriminate in any program, activity, or in employment on the basis of actual or perceived race, religion, color, national origin, ancestry, age, marital status, pregnancy, physical or mental disability, medical condition, genetic information, veteran status, gender, sex, or sexual orientation.

Legislative File	
File ID Number:	
Introduction Date:	
Enactment Number:	
Enactment Date:	
By:	



# OAKLAND UNIFIED SCHOOL DISTRICT

## Position Description

<b>TITLE:</b>	<b>Production Technician, Central Kitchen</b>	<b>REPORTS TO:</b>	<b>Assigned Supervisor</b>
<b>DEPARTMENT:</b>	<b>Nutrition Services</b>	<b>CLASSIFICATION:</b>	<b>Classified</b>
<b>FLSA:</b>	<b>Non-Exempt</b>	<b>WORK YEAR/HOURS:</b>	<b>261 days / 8 hours</b>
<b>ISSUED:</b>	<b>Created:</b>	<b>SALARY GRADE:</b>	<b>Range 2- Technician Salary Schedule</b>

**BASIC FUNCTION:** Under minimal supervision, the Technician Specialist is responsible for overseeing the distribution operations of temperature sensitive food, beverages, and other food related items from the Central Kitchen to a variety of school sites, and other District vendors in an accurate, safe, and efficient manner; and comply with mandated Federal, State and Local nutritional requirements in compliance with health and safety regulations.

**REPRESENTATIVE DUTIES:** Incumbent may perform any combination of the essential functions shown below. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but are intended to accurately reflect the principal job elements.

### ESSENTIAL FUNCTIONS:

Follow established standard operating procedures (SOPs); perform assigned duties consistent with food safety and sanitation standards and Hazard Analysis Critical Control Point (HACCP) procedures. Ensure compliance with all OUSD, U.S. Department of Agriculture, State of California Departments of Education and Health, Child Nutrition program, and Occupational Safety and Health Administration (OSHA) procedures, policies and standards.

Oversee the Central Kitchen distribution and delivery operations of food, beverages, and other food related items in safe and efficient manner.

Ensure proper transport and availability of hot and cold food service items to a variety of sites and vendors; accurate logistic planning and handling.

Responsible for managing temperature sensitive logistics planning, oversee product handling and effective performance in a large Central Kitchen plant.

Inspect food and/or supply deliveries to verify quantity, quality and specifications of orders and comply with the Hazard Analysis Critical Control Point (HACCP) requirements.

Skilled in the operation of industrial kitchen equipment used in a large Central Kitchen food service facility which processes high volume cooking processes.

Monitor machinery operations and function to ensure equipment is in safe working order; ensure proper packing is operational and maintaining sanitary conditions.

Operate, setup and troubleshoot standard commercial kitchen equipment, overwrap and/or heat seal machines to support packaging of food.

Start equipment and to regulate food packaging operations and to maintain product quality; place products on carts or conveyors to transfer them to the stage of processing and ensure production line has a regular supply of raw materials or components; adjusting the momentum of the conveyor belt if required.

Ensure all food preparation, storage and delivery areas are clean and organized; ensures all outgoing final products are labelled, dated, and prepared for route pick-up.

Complete reports and documentation for cold chain management, order accuracy, and quality control/assurance.

Prepare a wide variety of reports both manual and electronic (e.g., transportation logs, meal counts by site, reconciliation reports, inventory and supply lists, machine logs) to document activities and issues, meet compliance requirements, provide audit references and/or provide information to appropriate parties.

Reconcile meal counts for the purpose of maintaining accurate distribution of food products.

Utilize computers for word processing, database management, and computer peripherals and systems applications (i.e. Google suite, Microsoft Office Suite – Word, Excel, and use web-based applications).

Operate hand trucks, speed racks, dollies, pallet jacks, etc.

Attend professional development workshops, training sessions, and professional association meetings and conferences related to institutional sustainability to stay current with state-of-the-art methods and practices; take 10 hours of annual continuing education/training.

Perform other related duties as assigned.

### **QUALIFICATIONS:**

The District determines whether a candidate is qualified based on fulfillment of prerequisites, relevant work experience, ability to perform the essential functions, reference checks, effective interpersonal and communication skills demonstrated by interview performance and/or writing samples, and achievement on performance-based assessments (if applicable) that demonstrate the candidate possesses the requisite knowledge, skills, and abilities. Meeting prerequisites only satisfies the initial screening process and does not indicate the candidate is qualified to perform the essential functions of the position.

### **KNOWLEDGE OF:**

Applicable federal, state, and District codes, regulations, policies, and procedures governing work scope.

Principles, methods, procedures, and techniques of food distribution and delivery.

Standard food service terminology, appliances, and equipment.

Basic understanding of the designs and functionality of Central Kitchen equipment and machines.

Sanitation, safety practices and procedures.

Health standards and hazards.

Correct English usage, grammar, spelling, punctuation, and vocabulary.

Diverse academic, socio-economic, cultural, ethnic, and disability backgrounds of District students and staff

Proper maintenance and operation of modern equipment.

Basic mathematical calculation processes, record keeping.

Computer software, hardware, and related technology.

### **ABILITY TO:**

## ATTACHMENT B Production Technician

Effectively oversee food distribution and delivery of food products, identify, evaluate, and determine the appropriate corrective actions without immediate supervision direction when a deviation occurs.

Perform basic mathematical calculations with speed and accuracy.

Understand and carry out oral and written directions, including use of nutrition service terminology.

Handle delays, problem solve to analyze issues, create plans of action, research solutions and define conclusions.

Administer product handling and ensure proper documentation is completed to reduce variances in pre-cooling temperature and storage conditions.

Ensure standardization of handling units of perishable products across all stages of cold chain.

Understand how to read product codes, quantity and specifications provided, instructions for safety precautions and material handling.

Maintain records and prepare reports related to assigned job duties.

Use equipment for a variety of purposes under different conditions that requires an understanding of various methods of operation.

Operate machinery used in the food production process or assist with machine operations.

Ensure machinery packing equipment is in functional operational condition.

Set priorities, meet deadlines and schedules; adapt to changing priorities and work as a team.

Communicate, interact, and work effectively and cooperatively with people of diverse ethnic, race, learning or other disabilities, ethnicity, culture, religion, gender, socio-economic group, sexuality or other orientations or cultural markers and educational backgrounds.

### **PREREQUISITES**

High school graduation or equivalent

Five (5) years of progressively responsible experience in the food service industry

ServSafe Certificate required

Valid California Driver's License, if applicable

### **PRE-EMPLOYMENT PROCESS:**

Employment eligibility will include fingerprints, tuberculosis and/or other employment clearance

### **WORKING CONDITIONS**

### **ENVIRONMENT:**

Central Kitchen, warehouse, and diverse environments; indoor/outdoor environments; exposure to heat and cold environments; fast-paced work; constant interruptions.

### **PHYSICAL REQUIREMENTS:**

Consistent mental alertness; sitting; standing for extended periods of time; lifting, carrying, pushing, and pulling objects up to 50 pounds, occasionally 50+ pounds; bending and twisting at the waist, reaching overhead, above the shoulders and horizontally; dexterity of both hands and fingers while performing duties; seeing to read, write, use the computer, prepare food and clean assigned areas; hearing and speaking to exchange information, in person or on the telephone, and make presentations.

### **NON-DISCRIMINATION POLICY:**

ATTACHMENT B Production Technician

The Oakland Unified School District does not discriminate in any program, activity, or in employment on the basis of actual or perceived race, religion, color, national origin, ancestry, age, marital status, pregnancy, physical or mental disability, medical condition, genetic information, veteran status, gender, sex, or sexual orientation.

Proposed Salary Schedule:

OAKLAND UNIFIED SCHOOL DISTRICT					
HUMAN RESOURCES SERVICES AND SUPPORT					
SALARY SCHEDULE FOOD SERVICES					
EFFECTIVE					
TECHNICIAN SPECIALIST					
Periods: 12, Days/Year: 261, Hours/Day: 8.0					
	Step 1	Step 2	Step 3	Step 4	Step 5
<b>Range 01</b>					
<b>ANNUAL</b>	\$ 50,153.76	\$ 52,659.36	\$ 55,290.24	\$ 58,067.28	\$ 60,970.64
<b>MONTHLY</b>	\$ 4,179.48	\$ 4,388.28	\$ 4,607.52	\$ 4,838.94	\$ 5,080.89
<b>DAILY</b>	\$ 192.16	\$ 201.76	\$ 211.84	\$ 222.48	\$ 233.60
<b>HOURLY</b>	\$ 24.02	\$ 25.22	\$ 26.48	\$ 27.81	\$ 29.20



Legislative File	
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Enactment Date:	
By:	



# OAKLAND UNIFIED SCHOOL DISTRICT

## Position Description

<b>TITLE:</b>	<b>Coordinator, Employee Diversity &amp; Inclusion</b>	<b>REPORTS TO:</b>	<b>Assigned Supervisor</b>
<b>DEPARTMENT:</b>	<b>Talent</b>	<b>CLASSIFICATION:</b>	<b>Confidential</b>
<b>FLSA:</b>	<b>Exempt</b>	<b>WORK YEAR/HOURS:</b>	<b>261 days / 7.5 hours</b>
<b>ISSUED:</b>	<b>Created: June 2021</b>	<b>SALARY GRADE:</b>	<b>CFCA 20</b>

**BASIC FUNCTION:** Under the direction of the Chief Talent Officer, with day-to-day oversight by the Director, Recruitment & Retention, the Coordinator, Employee Diversity and Inclusion will advocate and develop systemic diversity and inclusion staffing initiatives within Oakland Unified School District and the community at large as it relates to hiring and retaining diverse teachers and leaders. The position has the responsibility for designing and implementing the necessary shifts in recruitment, selection and organizational culture to better serve children and families situated farthest from opportunity. The Coordinator, Employee Diversity & Inclusion position will represent the district by cultivating relationships with influential community organizers, thought leaders, and partners as well as nationally-recognized organizations focused on diversity and inclusion to maximize the collective impact of our targeted strategies for growing and retaining a diverse staff, and effectively communicating the successes of our targeted recruitment and retention strategies.

**REPRESENTATIVE DUTIES:** Incumbent may perform any combination of the essential functions shown below. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but are intended to accurately reflect the principal job elements.

### ESSENTIAL FUNCTIONS:

Advise and support OUSD staff on matters related to diversity and inclusion; leverage relationships with local, state and national organizations and agencies focused on diversity and inclusion related issues to design professional development among district staff

Build and nurture strategic partnerships and promote OUSD's commitment to the recruitment and retention of diverse teachers and leaders through interactions with other school districts, community-based organizations, foundations, and state and national organizations focused on diversity and inclusion related issues and initiatives to develop and share OUSD's best practices around improving representation of teachers and leaders of diverse and inclusive backgrounds and experiences.

Partner with Community Investment and Talent to develop an outreach plan for affinity-based conferences and external organizations with the objectives of diversity recruitment, professional development for employees, and building an overall brand for OUSD as an employer advancing diversity and inclusion.

Researches, develops, recommends, and executes creative strategies to foster the OUSDs diversity goals.

Reviews current practices and policies, assessing and analyzing the extent to which they support or hinder the OUSDs diversity goals.

Collects and analyzes statistical data to evaluate the OUSDs population in accordance with diversity standards and goals.

Drafts and implements recruiting and hiring strategies to attract employees from diverse backgrounds.

Develops and/or acquires training and development to aid diversity and retention initiatives.

Maintains knowledge of diversity-related issues, legislation, and best practices.

Performs other related duties as assigned at the discretion of OUSD Chief Talent Officer

**QUALIFICATIONS:**

**TRAINING, EDUCATION AND EXPERIENCE:** Any combination of education, training and/or experience equivalent to: a Bachelor's degree in any discipline or some combination of education and relevant experience.

Three years of experience leading strategic initiatives with large school district impact, including building strong relationships with all levels throughout the district.

Three years of experience leading Diversity & Inclusion strategy implementation.

Master's Degree in HR, Organizational Effectiveness, Sociology, Psychology, or a closely related field or equivalent combination of education and training preferred; educated in Emotional Intelligence and unconscious bias is preferred.

Candidates from the community and former OUSD students are encouraged to apply.

Strong communication skills, both verbal and written.

**LICENSES AND OTHER REQUIREMENTS:**

Valid California Driver's License

Employment eligibility will include fingerprints, Tuberculosis and/or other employment clearance

PHR, SPHR, D&I certificates, career/life coaching certificates; demonstrated cultural intelligence and cultural competence, is preferred.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Applicable sections of the State Education Code and other laws, rules and regulations regarding assigned activities related to Human Resources.

Preparation of comprehensive, clear and concise reports. Express difficult concepts clearly in oral and written communications.

Exercise initiative and work independently on assigned projects.

Work cooperatively with other employees

**ABILITY TO:**

Highly effective and professional communication skills with staff, students and families

Ability to adapt and align on school-related initiatives

Highly organized, goal-oriented, and focused on outcomes

Ability to communicate with and build relationships with staff, students and their families in the culturally and linguistically diverse OUSD community

Ability to work collaboratively and independently

Effective communication skills (written and oral), and ability to provide quick turn-arounds on work product is required)

Ability and desire to be a "team player" and to collaborate with colleagues, parents and community members

Analyze information and to think critically

Ability to work independently, set priorities, plan workflow and take initiative

Ability to work effectively with all levels of the organization and work well under pressure

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Office environment; driving a vehicle to conduct work; rapid-paced work, constant interruptions

**PHYSICAL DEMANDS:**

Hearing and speaking to exchange information in person and make presentations; dexterity of hands and fingers to operate a computer keyboard; seeing to monitor various activities and read documents, and view computer monitors; sitting or standing for extended periods of time; kneeling, bending at the waist, and reaching overhead, above the shoulders, and horizontally; lifting light objects.

**NON-DISCRIMINATION POLICY:**

The Oakland Unified School District does not discriminate in any program, activity, or in employment on the basis of actual or perceived race, religion, color, national origin, ancestry, age, marital status, pregnancy, physical or mental disability, medical condition, genetic information, veteran status, gender, sex, or sexual orientation.

Legislative File	
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Introduction Date:	06/30/2021
Enactment Number:	
Enactment Date:	
By:	



# OAKLAND UNIFIED SCHOOL DISTRICT

## Position Description

<b>TITLE:</b>	<b>Sweeper Operator, Utility Technician</b>	<b>REPORTS TO:</b>	<b>Assigned Supervisor</b>
<b>DEPARTMENT:</b>	<b>Custodial Services</b>	<b>CLASSIFICATION:</b>	<b>Classified</b>
<b>FLSA:</b>	<b>Non-Exempt</b>	<b>WORK YEAR/HOURS:</b>	<b>261 days/8 hours or duty days and hours as assigned</b>
<b>ISSUED:</b>	<b>Created: June 2007 Revised: May 2021</b>	<b>SALARY GRADE:</b>	<b>Custodial Sweeper/Technician Salary Schedule</b>

**BASIC FUNCTION:** Under the direction of an assigned supervisor, operate a mechanical sweeper to clean paved areas of District sites; drive a pickup truck and trailer from site to site; serve as custodian at assigned location during inclement weather or when the sweeper, and attend equipment repair trainings as required.

**REPRESENTATIVE DUTIES:** Incumbent may perform any combination of the essential functions shown below. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but are intended to accurately reflect the principal job elements.

### ESSENTIAL FUNCTIONS:

Work on a prescribed schedule; travel from site to site to operate a mechanical sweeper/pickup truck in order to remove/clean dirt and debris from parking lots, playgrounds, sidewalks and other paved areas; properly dispose of all debris collected.

Load and unload the trailer from a truck; connect trailer to pickup truck; drive the truck and trailer from site to site.

Check the pickup truck and the sweeper at the beginning of work shifts to make sure the brakes, horn, head lights, tail lights, directional lights, brake lights, windshield wipers, etc... are in working order; check oil level, radiator fluid and gas as necessary.

Perform routine preventative maintenance on Custodial Services' vehicles including the departments' cars, pickup truck, sweeper vehicles etc., including checking oils and maintaining fluid levels; take the vehicles to car washing stations.

Maintain daily electronic records of site visits, sweeping time and driving time between sites.

Prepare and deliver supply orders for delivery or pickup according to schedule; pull materials; pack boxes; drive orders to their designated school.

Assist with storage, distribution, and inventory of various custodial supplies and equipment.

Operate specialized equipment; pallet jack, forklift, ride on scrubber, etc....

Assist with special custodial related projects District-wide.

Maintain supply and equipment inventory records.

Participate in equipment repair training courses.

Inspect and make repairs to malfunctioning custodial equipment.

Serve as a custodian to open school sites, to cover during students lunch periods, inclement weather as needed.

Perform full range of custodial duties in cases of emergency or when no custodial coverage is available.

Support in the training of site custodian(s) on proper use of equipment and custodial duties.

May perform site surveillance work at a differential rate of pay as needed.

Perform related duties as assigned.

**QUALIFICATIONS:**

The District determines whether a candidate is qualified based on fulfillment of prerequisites, relevant work experience, ability to perform the essential functions, reference checks, effective interpersonal and communication skills demonstrated by interview performance and/or writing samples, and achievement on performance-based assessments (if applicable) that demonstrate the candidate possesses the requisite knowledge, skills and abilities. Meeting prerequisites only satisfies the initial screening process and does not indicate the candidate is qualified to perform the essential functions of the position.

**KNOWLEDGE OF:**

Safe and efficient operating practices of mechanical sweeper, pickup truck and trailer

Traffic laws and regulations pertaining to operating a small truck and trailer

Cleaning materials and methods of sanitation

**ABILITY TO:**

Operate a mechanical sweeper and drive a pickup truck and trailer with care and safety in heavy traffic and in a school yard or other assigned area.

Lift and move heavy objects

Serve as a custodian when assigned

Operate a pallet jack, forklift, ride on floor scrubber and all other custodial related equipment

Read, write and understand directions in English

Utilize ladder up to 12ft and/or using a lift to clean elevated areas

Keep accurate work records and logs

**PREREQUISITES:**

Any combination of education, training and/or experience equivalent to: Graduation from high school and sufficient training and experience to demonstrate the knowledge and abilities listed.

Must maintain a valid California Driver's License

**PRE-EMPLOYMENT PROCESS:**

Employment eligibility will include fingerprints, tuberculosis and/or other employment clearance

**WORKING CONDITIONS**

**ENVIRONMENT:**

Indoor and outdoor environment; driving a vehicle to conduct work; seasonal hot and cold or adverse weather conditions; working around machinery with moving parts; vehicle operation in traffic.

**PHYSICAL REQUIREMENTS:**

Dexterity of hands and fingers to operate assigned tools and equipment; used to perform custodial work; reaching overhead, above the shoulders and horizontally; bending at the waist, kneeling or crouching; lifting, carrying, pushing or pulling moderate and/or heavy objects up to 50 pounds; standing for extended periods of time; sitting for extended periods of time; performing heavy physical labor.

**NON-DISCRIMINATION POLICY:**

The Oakland Unified School District does not discriminate in any program, activity, or in employment on the basis of actual or perceived race, religion, color, national origin, ancestry, age, marital status, pregnancy, physical or mental disability, medical condition, genetic information, veteran status, gender, sex, or sexual orientation.



# OAKLAND UNIFIED SCHOOL DISTRICT

## Position Description

<b>TITLE:</b>	<b>Sanitation/Utility Technician, Lead</b>	<b>REPORTS TO:</b>	<b>Assigned Supervisor</b>
<b>DEPARTMENT:</b>	<b>Nutrition Services</b>	<b>CLASSIFICATION:</b>	<b>Classified</b>
<b>FLSA:</b>	<b>Non-Exempt</b>	<b>WORK YEAR/HOURS:</b>	<b>261 days / 8.0 hours or duty days and hours as assigned</b>
<b>ISSUED:</b>	<b>Created: June 2020 Revised: April 2021</b>	<b>SALARY GRADE:</b>	<b>Technician Salary Schedule</b>

**BASIC FUNCTION:** Under direction from the assigned supervisor is to maintain the clean and sanitary condition of the district's food manufacturing facility consistent with the California Retail Food Code (CRFC), Hazard Analysis Critical Control Point (HACCP) procedures and current version of the U.S. Public Health Service "Food Code" ;to clean and sanitize food contact surfaces and equipment to include but not limited to food manufacturing equipment, food processing equipment, food preparation equipment, food preparation tables, food conveyor systems, food storage equipment, shelving, all food handling materials, storerooms, food production and service areas, dishwashing areas and equipment; order supplies; and to assist with the orientation and training of new employees.

**REPRESENTATIVE DUTIES:** Incumbent may perform any combination of the essential functions shown below. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but are intended to accurately reflect the principal job elements.

### ESSENTIAL FUNCTIONS:

Follow established standard operating procedures (SOPs); Perform assigned duties consistent with food safety and sanitation standards and Hazard Analysis Critical Control Point (HACCP) procedures.

Ensure compliance with all OUSD, U.S. Department of Agriculture, State of California Departments of Education and Health, Child Nutrition program, and Occupational Safety and Health Administration (OSHA) procedures, policies and standards.

Operate motorized and manual cleaning equipment as required.

Clean and sanitize and periodically deep clean food service manufacturing, processing and preparation equipment such as but not limited to slicers, mixers, graters, can openers, conveyor systems, steam-jacketed kettles, cook-chill system, tilt skillet, packaging equipment, preparation tables, ovens, sinks, large utensils, food containers, transport carts and any equipment used to manufacture, process, prepare and transport food.

Clean and maintain walk-in refrigeration and freezer units and cold prep and storage room walls, floors, racking and shelving.

Clean and maintain food production areas, distribution and services areas walls, floors, racking and shelving as well as equipment within these areas.

Empty garbage, recycling and composting receptacles; separate and prepare cardboard and other items for recycling and composting; keep production, distribution and service areas floors free of boxes, cans and other litter; place and replace liners in garbage, recycling and composting receptacles; clean garbage, recycling and composting receptacles and replace as needed.

Provide housekeeping and sanitation for the food manufacturing facility

Set up and maintain supplies for three compartment wash stations.

Place and replace soap and disposable towels at handwashing stations.

Operate laundry machines used for cleaning linens, towels, aprons, uniforms etc. utilized by the Nutrition Services Department.

Maintain records of receipt and distribution of cleaning and sanitizing chemicals, handwashing soap and disposable towels and garbage, recycling and composting can liners; notify appropriate personnel of need to reorder products; obtain necessary equipment and supplies needed.

Report broken equipment and needed repairs to the appropriate supervisor.

Move supplies, equipment; as necessary.

Unlock and lock facility gates and doors.

Assist in the orientation and training of new employees, including the operation of motorized and manual cleaning equipment, ordering procedures and record keeping.

Perform work within scope of authority and training, and in compliance with OUSD policies and quality standards.

Demonstrate courteous and cooperative behavior when interacting with students, clients, visitors, and OUSD staff; act in a manner that promotes a harmonious and effective workplace environment.

Maintain confidentiality of records and OUSD information.

Perform other related duties as required.

**QUALIFICATIONS:**

The District determines whether a candidate is qualified based on fulfillment of prerequisites, relevant work experience, ability to perform the essential functions, reference checks, effective interpersonal and communication skills demonstrated by interview performance and/or writing samples, and achievement on performance-based assessments (if applicable) that demonstrate the candidate possesses the requisite knowledge, skills and abilities. Meeting prerequisites only satisfies the initial screening process and does not indicate the candidate is qualified to perform the essential functions of the position.

**KNOWLEDGE OF:**

Cleaning methods, procedures and techniques for food preparation, manufacturing, and distribution facilities

Cleaning materials, supplies and equipment

Federal, state and local codes and regulations governing food safety and sanitation standards

Standard institutional food preparation equipment

Safety and sanitation practices for food preparation, distribution and storage, and HACCP procedures

Personal sanitation and hygiene regulations

Safe working methods and procedures



Principles of record keeping and records management  
Principles and practices of effective customer service  
Correct English usage, grammar, spelling, vocabulary and punctuation

**ABILITIES TO:**

Prioritize multiple tasks and demands and work with frequent interruptions  
Follow verbal and written instructions and procedures  
Establish and maintain effective working relationships with co-workers and clients  
Promote and enforce safe work practices, and report unsafe work environments and practices  
Communicate effectively verbally and in writing

Page 3 of 3 Sanitation/Utility Technician, Lead

Communicate, interact and work effectively and cooperatively with people of diverse ethnic and educational backgrounds

Work independently and/or with a team of other people

**PREREQUISITES:**

High School Diploma or GED equivalent  
One (1) year working in a large scale food facility performing related sanitation tasks  
Valid Servsafe Food Safety Certificate  
Valid California Driver's License

**PRE-EMPLOYMENT PROCESS:**

Employment eligibility will include fingerprints, tuberculosis and/or other employment clearance

**WORKING CONDITIONS**

**ENVIRONMENT:**

Kitchen, food service and diverse environments; indoor/outdoor environments; exposure to heat and cold environments; fast-paced work; constant interruptions

**PHYSICAL REQUIREMENTS:**

Consistent mental alertness; sitting or standing for extended periods of time; lifting, carrying, pushing, and pulling objects up to 50 pounds, occasionally 50+ pounds; bending and twisting at the waist, reaching overhead, above the shoulders and horizontally; dexterity of both hands and fingers while performing duties; seeing to read, write and use the computer; hearing and speaking to exchange information, in person or on the telephone.

**NON-DISCRIMINATION POLICY:**

The Oakland Unified School District does not discriminate in any program, activity, or in employment on the basis of actual or perceived race, religion, color, national origin, ancestry, age, marital status, pregnancy, physical or mental disability, medical condition, genetic information, veteran status, gender, sex, or sexual orientation.

**Attachment C- Revised Salary Schedule May 26, 2021**

**AFSCME**

**Nutrition Services Technician Salary Schedule**

**12 Months - 8 Hours/Day**

<b>STEPS</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
<b>Range</b>					
	<b>Custodial Technician, Central Kitchen</b>				
	<b>Production Technician, Central Kitchen</b>				
	<b>Sanitation/Utility Technican Lead Central Kitchen</b>				
<b>Annual</b>	\$47,752.56	\$50,153.76	\$52,659.36	\$55,290.24	\$58,067.28
<b>Monthly</b>	\$3,979.38	\$4,179.48	\$4,388.28	\$4,607.52	\$4,838.94
<b>Weekly</b>	\$914.80	\$960.80	\$1,008.80	\$1,059.20	\$1,112.40
<b>Daily</b>	\$182.96	\$192.16	\$201.76	\$211.84	\$222.48
<b>Hourly</b>	\$22.87	\$24.02	\$25.22	\$26.48	\$27.81

JUNE 24, 2021					
CUSTODIAL SWEEPER/CUSTODIAL UTILITY TECH SALARY SCHEDULE					
Periods: 12, Days/Year: 261, Hours/Day: 8					
	Step 1	Step 2	Step 3	Step 4	Step 5
<b>ANNUAL</b>	\$ 57,746.25	\$ 60,633.56	\$ 63,665.24	\$ 66,848.50	\$ 70,190.93
<b>MONTHLY</b>	\$ 4,812.19	\$ 5,052.80	\$ 5,305.44	\$ 5,570.71	\$ 5,849.24
<b>DAILY</b>	\$ 221.25	\$ 232.31	\$ 243.93	\$ 256.12	\$ 268.93
<b>HOURLY</b>	\$ 27.66	\$ 29.04	\$ 30.49	\$ 32.02	\$ 33.62

All Custodial Sweeper and Utility Tech salary rates are based on 8 hours per day for 261 days per year including 13 holidays and 8 vacation days.

The first Salary increase for new hires on this salary schedule will be after six (6) full calendar months of active service.

After that increase, employee will receive one step increase until top step is reached.

**Special Rates:**

Shift Differential - Lead Custodians shall receive \$15.24 per months during winter, spring and summer recess periods.

A Custodians shall be paid \$1.55 per day for 3:00 p.m. to 10:30 p.m. shift.

A full-time employee whose regular work assignment begins at or after 12:00 noon shall receive a paid lunch no to exceed 30 minutes (in lieu or shift differential).

A full-time employee whose regular work assignment begins after 10:00 p.m. and prior to 3:00 a.m. shall receive a paid lunch not to exceed 30 minutes, plus an additional \$2.55 per day.

**Substitute Supervising Custodian**

I- \$1.55; II- \$3.44; IV- \$4.57; V- \$5.70 per day

**Civic enter meeting Custodian – Overtime**

The Civic enter shall be at time and one half times the employee's salary when additional time is authorized to cover a civic enter meeting.