

Board Office Use: <b>Legislative File Info.</b>	
File ID Number	25-2168
Introduction Date	09/10/2025
Enactment Number	
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**OAKLAND UNIFIED  
SCHOOL DISTRICT**  
*Community Schools, Thriving Students*

## Board Cover Memorandum

**To** Board of Education

**From** Dr. Denise Saddler, Interim Superintendent  
Tara Gard, Chief of Talent

**Meeting Date** September 10, 2025

**Subject** Creation of Job Descriptions – Multiple - Production Kitchen Cook-Chill Technician Lead Custodian Technician, Central Kitchen and Revision of Job Description - Custodian Technician, Central Kitchen

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**Action Requested** Adoption by the Board of Education of Resolution No. 2526-0058 - Multiple - Production Kitchen Cook-Chill Technician, Lead Custodian Technician, Central Kitchen and Revision of Job Description - Custodian Technician, Central Kitchen

**Creation:**

1. Production Kitchen Cook-Chill Technician
2. Lead Custodian Technician, Central Kitchen

**Revision:**

1. Custodian Technician, Central Kitchen

**Discussion**

**Job Classification and Job Description**

When a new position classification is established—or an existing classification is revised—the District will develop and adopt an accompanying job description. The job description defines the scope of the classification and shall include, at a minimum: the position's purpose; essential duties and responsibilities; reporting relationships and organizational placement; minimum qualifications (education, experience, licenses/certifications); knowledge, skills, and abilities; work year and schedule; Fair Labor Standards Act (FLSA) status; physical/working conditions (as applicable); and the position's bargaining unit assignment or management/confidential designation consistent with Board policy and collective bargaining agreements. Labor Relations and Human Resources will review proposed assignments for union representation and classification alignment prior to Board action.

**Salary Range, Fiscal Information, and Position Control**

Any salary range or fiscal information presented herein is provided for informational and planning purposes only. Adoption of this item does not

authorize the creation of a funded full-time equivalent (FTE) position, nor does it appropriate funds or amend the District's budget. Departments seeking to add positions under this classification must submit a separate request through the District's position control and budget processes, subject to Cabinet review and subsequent Board approval as part of a budget action (e.g., budget revision, staffing plan, or position control update). Final salary placement will follow the District's established classification and compensation procedures and any applicable collective bargaining obligations.

### **Administration**

The Talent Division is authorized to make non-substantive edits (e.g., formatting, grammar, minor clarifications) to the job description and to maintain the official version on file. Substantive changes to the classification or essential duties will be returned to the Board for approval. The effective date of the classification shall be the date of Board adoption unless otherwise specified.

The Talent Division recommends approval of the following new position classifications and their accompanying job descriptions:

1. **Position Title:** Production Kitchen Cook-Chill Technician; **Union:** AFSCME; Technician Range 2; **Salary:** \$28.07 - \$36.63/hr
  - **Details of Creation and Fiscal Impact:** The District's central kitchen operates a cook-chill production model that requires clearly defined duties and accountability to ensure food safety, quality, and operational efficiency. Establishing a dedicated Cook/Chill job description formalizes responsibility for meeting Hazard Analysis and Critical Control Point (HACCP) time/temperature controls; operating and maintaining specialized equipment (e.g., kettles, tilt skillets, blast/tumble chillers, sealing/packaging) and accurate production/critical control point logs for traceability and audits; and coordinating distribution to satellite sites. Codifying these functions improves consistency across schools, reduces waste and risk, and strengthens compliance with local and state health regulations. This position would be funded from the Nutrition Services surplus budget.
2. **Position Title:** Lead Custodian Technician, Central Kitchen; **Union:** AFSCME; Technician Range 2; **Salary:** \$28.07 - \$36.63/hr
  - **Details of Creation and Fiscal Impact:** The District's central kitchen operates at industrial scale and requires a designated lead to ensure a clean, safe, and compliant food-production environment. Establishing a Lead Custodian Technician, Central Kitchen classification creates lead

partners with Nutrition Services, Quality Assurance, and Facilities to prevent pests, mitigate hazards, and maintain audit-ready logs aligned with HACCP prerequisites and the California Retail Food Code. Codifying these responsibilities improves food safety, reduces operational risk and downtime, and promotes consistent standards across shifts and distribution. This position would be funded from the Nutrition Services surplus budget.

The Talent Division recommends approval of the following position classification job description revision:

1. **Position Title:** Custodian Technician, Central Kitchen; **Union:** AFSCME; **Salary Schedule:** Technician Range 1; **Salary:** \$27.33 - \$34.89/hr
  - **Details of Creation and Fiscal Impact:** The central kitchen made only minimal revisions to the Custodian Central Kitchen Technician job description because the existing classification already accurately reflects core duties and regulatory requirements. No changes were made to FLSA status, bargaining-unit assignment, or salary range. No budget impact.

**Recommendation** Approval by the Board to create and revise the following job classifications and accompanying job descriptions:

**Creation:**

1. Production Kitchen Cook-Chill Technician
2. Lead Custodian Technician

**Revision:**

1. Custodian Technician, Central Kitchen



**RESOLUTION  
OF THE  
BOARD OF EDUCATION  
OF THE  
OAKLAND UNIFIED SCHOOL DISTRICT  
Resolution No. 2526-0058**

- Creation of Job Descriptions – Multiple - Production Kitchen Cook-Chill Technician Lead  
Custodian Technician, Central Kitchen and Revision of Job Description - Custodian  
Technician, Central Kitchen-
- 

**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 descriptions 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 as set forth in the attachments and shall be established on the respective salary schedule/range effective 12:01 a.m., September 10, 2025, as follows:

**Create:**

1. **Position Title:** Production Kitchen Cook-Chill Technician; **Union:** AFSCME; Technician Range 2; **Salary:** \$28.07 - \$36.63/hr
2. **Position Title:** Lead Custodian Technician, Central Kitchen; **Union:** AFSCME; Technician Range 2; **Salary:** \$28.07 - \$36.63/hr

**Revision:**

1. **Position Title:** Custodian Technician, Central Kitchen; **Union:** AFSCME; **Salary Schedule:** Technician Range 1; **Salary:** \$27.33 - \$34.89/hr

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

Passed by the following vote:

PREFERENTIAL AYE:

PREFERENTIAL NOE:

PREFERENTIAL ABSTENTION:

PREFERENTIAL RECUSED:

AYES:

NOES:

ABSTAINED:

RECUSED:

ABSENT:

### **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 September 10, 2025.

### **OAKLAND UNIFIED SCHOOL DISTRICT**

<b>Legislative File</b>	
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Jennifer Brouhard  
President, Board of Education

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Denise Gail Saddler , Ed.D.  
Interim Superintendent and Secretary, Board of Education

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**OAKLAND UNIFIED  
SCHOOL DISTRICT**  
Community Schools, Thriving Students

## JOB DESCRIPTION

POSITION DETAILS	
<b>Position Title</b>	<b>Production Kitchen Cook-Chill Technician</b>
<b>Classification Category</b>	Classified
<b>Bargaining Unit</b>	American Federation of State, County and Municipal Employees (AFSCME)
<b>Work Year</b>	261
<b>Work Month</b>	12
<b>Work Hours</b>	8
<b>Salary Schedule</b>	TechAFSC Range 2
<b>FLSA Status</b>	Non-Exempt
<b>Department</b>	Nutrition Services - Central Kitchen
<b>Classification Established</b>	September 2025
<b>Date(s) Revised</b>	

## POSITION SUMMARY [BASIC FUNCTION]

Under the general supervision of the Production Supervisor or Designee, perform the major cooking duties in the Central Kitchen, prepare overall food preparation, cooking, baking, and food packaging, and responsible for overall cleaning and sanitation of an institutional high-volume production kitchen, prepares large quantities of food in a central kitchen facility for shipment to sites/schools that meet mandated Federal Nutrition Requirements and are prepared in compliance with health and safety regulations.

## ESSENTIAL 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.)*

### High-Volume Meal Production

- Utilize approved standardized recipes to ensure appropriate procedures and techniques are adhered to;
- Work with Production Supervision to develop new standardized recipes and plan the use of USDA commodities;
- Prepare meats, grains, vegetables, complex entrees, and other foods/ dishes as directed, featuring a combination of multiple ingredients and flavors
- Calculate quantity needs for production, select, measure, and prepare ingredients for cooking and adjusting quantities as necessary;
- Schedule and chart menu items using production and planning sheets utilizing a computerized program;
- Maintain and follow all critical aspects of standardized recipes, including but not limited to weights, measures, portion sizes, yields, cooking times, and cooking equipment.

### Food Safety and Sanitation

- 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 Alameda County Environmental Health Department, Child Nutrition Program, and Occupational Safety and Health Administration (OSHA) procedures, policies, and standards.
- Utilize proper sanitary principles, safety rules, and practices according to Hazard Analysis Critical Control Points (HACCP) procedures and regulations;

- Maintain cooking food preparation areas, and equipment in a clean, safe, and sanitary manner.
- Clean and maintain cooking equipment and food preparation and storage areas in sanitary conditions to meet mandated health standards.
- Assist in maintaining kitchen equipment and food preparation areas in a clean, safe and sanitary condition, including, but not limited to, preparation containers, sinks, food containers, utensils, food racks, carts, and storerooms to meet mandated health standards.
- Deep clean ovens, walk-ins, refrigerators, blast chillers, and other industrial food service equipment which includes disassembling, sanitizing, and reassembling large equipment parts; for proper use;
- Clean and maintain walk-in refrigeration and freezer units and cold prep and storage room, racking and shelving;
- Record keeping: Implement and maintain cooking, cooling, and storage logs.
- Clean and sanitize and periodically deep clean foodservice manufacturing, processing, and preparation equipment, including, but not limited to, slicers, mixers, graters, can openers, conveyor systems, steam-jacketed kettles, cook-chill systems, tilt skillets, preparation tables, ovens, sinks, large utensils, food containers, transport carts, and any equipment used to manufacture, process, prepare, and transport food.

### **High Volume Computerized Cook-Chill Production Line**

- Assist with training personnel in the proper and safe use of food service equipment, minor maintenance, repairs, and performance of the Production Kitchen Cook Chill Technician job duties;
- Maintain perpetual inventory of food storage areas, including all applicable record keeping;
- Operate and maintain an air-actuated metered fill station;
- Start up, operate, and shut down both low and high-pressure steam boiler systems. Report any conditions necessitating repair for proper functioning;
- Operate small and large commercial equipment such as combi ovens, conventional ovens, blast chillers, mixers, slicers, choppers, cook-chill systems, produce and meat processing equipment, bagging machines, dish-machines, and follow standardized preparation procedures and recipes;
- May assist with minor repairs, maintenance, and upkeep of food service equipment;
- Maintain appropriate records and documentation, as needed, related to job functions;
- Acquire necessary materials and supplies required and requisition as needed;
- Check the operation of new equipment before delivery and use;
- Ensure tools and equipment are properly used and cared for;

### **Team Leadership and Training**

- Collaborate with the supervisor on proposed projects and/or kitchen equipment;
- Establish and maintain effective working relationships with others; exhibit strong customer service skills;
- Communicate effectively and professionally as required;
- Assist in other areas of the production floor during periods of reduced production volume and as needed;
- Participate in up-to-date training, recipe development, professional growth, and development to ensure the best practices in large-scale, institutional production kitchens.
- Learn and apply applicable federal, state, and local laws, regulations, and procedures involving school food preparation, distribution, and service.
- Perform other related work as may be required.

## **PREREQUISITES [EDUCATION, TRAINING & EXPERIENCE]**

- High school diploma or GED, required.
- Three (3) years of experience in large scale food preparation/cooking required.
- Completion of culinary arts training or in the process of completing culinary arts training courses recognized by the Nutrition Services Department preferred but not required;
- Experience with batch cooking, recipe scaling, and operation of industrial kitchen equipment (e.g., cook chill production line, tilt kettles, combi ovens, blast chillers, vacuum packaging machines), preferred.
- Familiarity with cook-chill software or production tracking systems, preferred.
- Valid ServSafe or Food Manager Certificate, required.
- Possession of a valid California driver's license, if applicable.

## **KNOWLEDGE & ABILITY**

### **Knowledge of:**

- Federal, state, and local codes and regulations governing food handling and public nutrition services. Complex institutional food preparation equipment, techniques, and practices.

- Safety and sanitation practices for food preparation, distribution, and storage.
- Methods, materials, and practices of high-volume food preparation.
- Institutional cooking methods and procedures.
- Principles and practices of effective customer service.
- Environmentally responsible and resource-efficient preparation.

#### **Ability to:**

- Operate complex high-production food preparation equipment and all standard commercial kitchen equipment and tools safely and efficiently.
- Read and scale recipes and follow established SOPs.
- A clear understanding of Standardized Recipes
- Perform general math calculations, inventory, and records management tasks. Review operations, identify potential food safety hazards, and verify OUSD compliance with state and Federal regulations.
- Assess and prioritize multiple tasks and demands, work with frequent interruptions, establish and maintain effective working relationships with co-workers and clients, and promote and enforce safe work practices.
- Computer skills: Ability to work to utilize computers, spreadsheets, and other Nutrition Services platforms to maintain all the workflows in software that supports high production kitchens
- Operate computerized cook/chill equipment standard and specialized software, including but not limited to Nutrition Production software.
- Communicate effectively verbally and in writing.
- 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 different orientations or cultural markers and educational backgrounds.
- Ability to lead and organize the cook-chill production.
- Work alone and with and around people.

### **WORKING CONDITIONS PHYSICAL REQUIREMENTS**

Work is performed in a large-scale, high-volume central kitchen environment with exposure to varying temperatures, including walk-in refrigerators, freezers, and hot food production areas. Incumbents are regularly exposed to humidity, steam, noise, and strong cleaning agents or food-related chemicals.

#### **Duties require:**

- Prolonged periods of standing and walking on hard surfaces.
- Moderate to heavy physical exertion, including frequent bending, stooping, twisting, pushing, pulling, and reaching overhead and horizontally.
- Manual dexterity and the use of both hands and fingers to operate kitchen tools, machinery, and packaging equipment.
- Frequent lifting, carrying, pushing, pulling and moving of objects weighing up to 50 pounds, including but not limited to containers of ingredients, food trays, and kitchen equipment.
- Consistent mental alertness to ensure adherence to safety, sanitation, and food handling procedures.
- Visual acuity to read production sheets, labels, and instructions, as well as to monitor food appearance and equipment settings.
- Hearing and speaking to communicate effectively with coworkers, supervisors, and delivery personnel, in person and over the phone or intercom systems.
- Work may involve exposure to sharp tools and hot surfaces with risk of burns and cuts, requiring the use of personal protective equipment (PPE) such as gloves, aprons, hairnets, and non-slip footwear.

Employees must be able to adapt to a fast-paced, deadline-driven environment and work collaboratively in a team-based production setting.

### **NON-DISCRIMINATION POLICY**

The Oakland Unified School District does not discriminate in any program, activity, or 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, gender identity, gender expression, sex, or sexual orientation.



Legislative File	
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## POSITION DETAILS

<b>Position Title</b>	Lead Custodian Technician, Central Kitchen
<b>Classification Category</b>	Classified
<b>Bargaining Unit</b>	American Federation of State, County and Municipal Employees (AFSCME)
<b>Work Year</b>	261
<b>Work Month</b>	12
<b>Work Hours</b>	8
<b>Salary Schedule</b>	SanTech Range 2
<b>FLSA Status</b>	Non-Exempt
<b>Department</b>	Nutrition Services - Central Kitchen
<b>Classification Established</b>	September 2025
<b>Date(s) Revised</b>	

## POSITION SUMMARY [BASIC FUNCTION]

Under direction from the assigned supervisor the Lead Custodian Technician, Central Kitchen position is to lead and coordinate the work of the assigned custodial staff; 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.

## ESSENTIAL 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.)*

### Lead Duties:

- Lead and participate in safety cleaning and sanitization methods, standard operating procedures (SOP) and techniques for food preparation, manufacturing, and distribution facilities
- Coordinate and inspect the work of staff to ensure the work complies with established cleaning SOPs practices.
- Establish and maintain cleaning logs to track frequency of cleaning tasks performed to promote nutrition services industry cleaning and sanitation standards.
- Identify and report potential food safety and workplace hazards and prioritize corrective actions to ensure health and safety precautions are followed.
- Assist in the training of new employees to follow safety and sanitation SOPs.
- Monitor and maintain safety and sanitation logs, cleaning records, and daily, weekly, monthly, and quarterly audit checklists
- Track and reorder sanitation inventory; monitor usage rates (e.g. hairnets, soap, cleaning supplies, PPE, gloves etc) using adopted systems.

### Central Kitchen Cleaning and Sanitation:

- 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, State Child Nutrition program, Alameda County Public and Environmental Health, and Occupational Safety and Health Administration (OSHA) procedures, policies and standards.
- Maintain a clean, sanitary, and safe work area.
- Clean and sanitize and clean food production areas, distribution and services areas floors, accessible ceilings with approved equipment and walls; walk-in refrigeration, freezer unit areas, and cold prep and storage rooms.
- Clean interior surface areas, including the warehouse and storeroom's interior high-touch/high touch surface areas.
- Clean and maintain all restroom facilities, including sinks, urinals, toilets, walls, mirrors and floors.
- 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 and other fluids during production and use squeegee frequently to remove standing water.
- Keep production, distribution and service areas floors free of boxes, cans and other litter.
- Participate in periodic deep-cleaning of the central kitchen including clearing and cleaning of grease traps.
- Wear appropriate personal protective equipment (PPE) at all times.

#### **Other Custodial Duties:**

- 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.
- Sweep, mop, dust, and vacuum lobby, offices, common areas, conference and break rooms.
- Operate motorized and manual cleaning equipment as required.
- Move equipment and furniture as necessary.
- Minor repair of custodial cleaning equipment
- Operate laundry machines used for cleaning linens, towels, aprons, uniforms etc.
- Keep restrooms and other facilities stocked and replenished with essentials.
- Set up and maintain supplies for three-compartmentthree compartment wash stations; place and replace soap and disposable towels at handwashing stations.
- Unlock and lock facility gates, doors, raise and lower flags and banners.

#### **Disposition:**

- 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.

#### **PREREQUISITES [EDUCATION, TRAINING & EXPERIENCE]**

- High School Diploma or GED equivalent.
- Three (3) years working as a custodial technician custodian performing related cleaning duties. Valid California Driver's License, if applicable.
- Servsafe Food Safety Certificate within 6 months of hire.

## KNOWLEDGE & ABILITY

### 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.

### Ability to:

- Provide leadership, training and guidance to custodial staff in a professional manner.
- 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.

## **WORKING CONDITIONS PHYSICAL REQUIREMENTS**

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

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 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, gender identity, gender expression, sex, or sexual orientation.

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## POSITION DETAILS

<b>Position Title</b>	<b>Custodian Technician, Central Kitchen</b>
<b>Classification Category</b>	Classified
<b>Bargaining Unit</b>	American Federation of State, County and Municipal Employees (AFSCME)
<b>Work Year</b>	261
<b>Work Month</b>	12
<b>Work Hours</b>	8
<b>Salary Schedule</b>	Technician Range 1
<b>FLSA Status</b>	Non-Exempt
<b>Department</b>	Nutrition Services - Central Kitchen
<b>Classification Established</b>	May 2021
<b>Date(s) Revised</b>	September 2025

## POSITION SUMMARY [BASIC FUNCTION]

Under direction from the assigned supervisor the Custodian Technician, 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.

## ESSENTIAL 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.)*

- 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.
- Keep production, distribution and service areas floors free of boxes, cans and other litter.
- Clean, sanitize and clean food production areas, distribution and services areas floors and walls.
- 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.
- Obtain necessary equipment and supplies as needed.
- 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.

## PREREQUISITES [EDUCATION, TRAINING & EXPERIENCE]

- 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..

## KNOWLEDGE & ABILITY

### 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.

**Ability 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.

**WORKING CONDITIONS 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 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, gender identity, gender expression, sex, or sexual orientation.