



AFL-CIO

California  
School  
Employees  
Association

3350 Scott Blvd.  
Building 18  
Santa Clara, CA 95054  
(408) 261-7990  
(800) 487-2440  
FAX: (408) 235-8678  
[www.csea.com](http://www.csea.com)

Member of the AFL-CIO

*The nation's largest  
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employee association*



December 12, 2011

Rocky Fordyce, Chapter President #492  
P O Box 437  
Cambria, CA 93428

Dear President Fordyce:

The tentative agreement for the 2011/2012 re-opener for the contract which runs from July 1, 2010 through June 30, 2013 between the Coast Unified School District and the California School Employees Association and its North Coast School Employees Chapter #492 has been reviewed in accordance with CSEA Policy 610. I have found no apparent violations of law, CSEA's Constitution and Bylaws, or policies of the Association.

You are advised that the amendments to the contract must be signed and dated in addition to the ratification by the parties. I recommend that the authorized representatives of the parties sign the contract immediately upon its ratification. Once this is done, please provide the Field Office with (3) copies of the signed agreement. Be sure to include salary schedules.

Sincerely,

CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION

Charles Goetchius  
Field Director

CG/cb

Attachment

By U.S. First Class Mail

Cc: Rocky Fordyce, Regional Representative #26  
Donald Snyder, Area I Director  
Matthew Gentile, Labor Relations Representative  
Contract File #492

*Thank you.*

*Our mission: To improve the lives of our members, students and community.*

**AGREEMENT**  
between the  
**COAST UNIFIED SCHOOL DISTRICT**  
and the  
**CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION, CHAPTER #492**

December 9, 2011

The following Agreement reflects the full and complete agreement of the California School Employees Association, North Coast #492 (hereafter "Association") and the Coast Unified School District (hereafter "District") regarding the creation of four new job descriptions and classifications to be made part of the Association bargaining unit and the reclassification of Food Service I Workers.

The parties agree to the following terms:

1. Four (4) new Association bargaining unit classifications shall be created and entitled
  - a. Food Service Lead
  - b. Custodian Lead
  - c. Grounds Lead
  - d. Maintenance Lead

The agreed upon job descriptions are attached to this Agreement.

2. These new classifications shall be added to the list of bargaining unit positions and shall be placed on the bargaining unit salary schedule at salary range 19.
3. The new classifications shall be advertised first to current bargaining unit members who shall be allowed to apply and compete for the new vacancies before outside applicants. If no qualified internal applicant is selected, the District may advertise outside to fill the vacancy.
4. Food Service I Workers will be reclassified from Range 2 to Range 3.

Disputes regarding this Agreement shall be resolved via Article XVII (Grievance Procedure).

Tentatively agreed to this 9th day of December 2011. This Tentative Agreement shall become final upon ratification by the membership of the Association and by the Coast Unified School District Board of Education at their next scheduled meeting after the signing of this Agreement.


FOR THE ASSOCIATION:



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Rocky Fordyce  
Chapter President  
CSEA Chapter #492

FOR THE DISTRICT:



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Chris Adams  
Superintendent  
Coast Unified School District



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Matthew L. Gentile  
Labor Relations Representative  
CSEA

# COAST UNIFIED SCHOOL DISTRICT

## JOB DESCRIPTION

**TITLE: CUSTODIAN LEAD**

**SALARY RANGE: 19**

### **DEFINITION**

Under general supervision of the Supervisor of Maintenance and Operations, and in coordination with Site Administrators, will lead, direct and implement operational procedures for the assigned department and to keep assigned buildings or building areas clean and orderly and to perform related work as required.

### **EXAMPLES OF DUTIES**

Schedule work and assign duties to department employees; Prepare budgets; Maintain inventories and prepare purchase requisitions; Oversee department operations related to establishing routines, procedures and timeline for completion of departmental duties; Train employees on proper operational procedures, safety and specific job duties; Conduct department meetings as needed; Work to ensure assignments and responsibilities of the department are completed properly and efficiently; Conduct monthly meetings with site management and immediate supervisor; Sweep, mop, and wax floors; dust, wash and polish furniture and woodwork; vacuum rugs and carpets; empty and clean waste receptacles; clean erasers and blackboards; wash windows, doors, and walls; clean rest rooms; sweep sidewalks and pick up papers; clean other outdoor areas; clean drinking fountains; polish metal work; fill paper and soap dispensers; make minor, non-technical repairs including replacing light bulbs, replenishing supplies, turning out lights; lock doors and windows; observe assigned areas to prevent vandalism; assist in moving, arranging, and setting up furniture and equipment for special events and meetings; report need for repairs; maintain equipment and supplies in proper condition; assist maintenance workers in the performance of such duties as carpentry, electrical, plumbing, window glazing and painting, and grounds workers in such duties as mowing, edging, planting, clean-up and related activities; work as part of crew during school recess or special occasions; participate in staff development; do other special projects as assigned or directed.

## DESIRED MINIMUM QUALIFICATIONS

Education and Experience: High school diploma or GED; familiarity with custodial and cleaning methods and equipment; paid custodial experience preferred.

Knowledge and Abilities: By no later than the end of the probationary period to have working knowledge of cleaning supplies, methods, materials, equipment and practices required to perform job duties at a competent level.

Ability to do strenuous physical work; ability to be adaptable to changing situations; ability to carry out oral and written instructions; ability to read, write, and compute at the level required by the position; ability to work independently; ability to skillfully and safely operate and care for particular kinds of equipment assigned; ability to establish and maintain effective working relationships with staff members, parents, and students.

Successful Completion of Hiring Process

## LICENSE/CERTIFICATION REQUIREMENTS

Valid California Driver's License.

# COAST UNIFIED SCHOOL DISTRICT

## JOB DESCRIPTION

**TITLE: FOOD SERVICE LEAD**

**SALARY RANGE:** 19

### **DEFINITION**

Under the general supervision of the Supervisor of Food Services or the Superintendent or Superintendent's designee, will lead, direct and implement operational procedures for the assigned department and is responsible for the coordination of the food services and nutrition program. Employees in this classification receives limited supervision from the Supervisor of Food Services within a broad framework of standard policies and procedures.

### **EXAMPLES OF DUTIES**

Schedule work and assign duties to department employees; Prepare budgets; Maintain inventories and prepare purchase requisitions; Oversee department operations related to establishing routines, procedures and timeline for completion of departmental duties; Train employees on proper operational procedures, safety and specific job duties; Conduct department meetings as needed; Work to ensure assignments and responsibilities of the department are completed properly and efficiently; Conduct monthly meetings with site management and immediate supervisor; Supervises and participates in the preparation, serving and storage of food, in accordance with legal requirements. Implements operational procedures which ensure that prepared foods are delivered to district sites in a timely, effective and inviting manner; maintains standards of cleanliness and sanitation; with approval, purchases food, supplies and equipment; prepares and maintains a variety of files and records pertaining to the food services program, including computer-based accountability reports; counts, records and deposits daily incomes; prepares daily reports and monthly inventory reports; performs related duties as required; assists food service personnel in the central and satellite kitchens and may perform any of the duties of Food Service 1, 2, or 3 categories.

### **DESIRABLE MINIMUM QUALIFICATIONS**

**Education and Experience:** College units in school food service management or closely related subjects, i.e. institutional management, hotel catering, business management, home economics. Certification by the CSFSA or other related experience may be substituted.

Three years of food service work, including school and supervisory experience is desirable.

**Knowledge and Abilities:** Knowledge of principles and techniques of supervision;

principles of safe and sanitary working methods and procedures, food nutrition practices, and methods to efficiently coordinate the food and nutrition programs. Knowledge of principles and methods of quantity food preparation; methods of computing food quantities required by prescribed menus; costing recipes and food items; ability to work from monthly prepared menus; and care and use of food service equipment. Ability to keep accurate and detailed records and file reports in a timely manner through a computerized system as required. Ability to perform moderately heavy manual tasks; read, write, and compute at the level required by the position; assist in the preparation of high quality food, appealing in appearance to children; follow oral and written directions; establish and maintain cooperative and effective working relationships with students and staff.

Successful Completion of Hiring Process

LICENSE/CERTIFICATE REQUIREMENTS:

Valid California Driver's License

# COAST UNIFIED SCHOOL DISTRICT

## JOB DESCRIPTION

### TITLE: GROUNDS LEAD

SALARY RANGE: 19

### DEFINITION

Under general supervision of the Supervisor of Maintenance and Operations in coordination with the Site Administrators, will lead, direct and implement operational procedures for the assigned department and to perform grounds maintenance and gardening work as assigned, keep assigned building areas clean orderly, and perform related work as required.

### EXAMPLE OF DUTIES

Schedule work and assign duties to department employees; Prepare budgets; Maintain inventories and prepare purchase requisitions; Oversee department operations related to establishing routines, procedures and timeline for completion of departmental duties; Train employees on proper operational procedures, safety and specific job duties; Conduct department meetings as needed; Work to ensure assignments and responsibilities of the department are completed properly and efficiently; Conduct monthly meetings with site management and immediate supervisor; Plant, edge, mow, and water lawns; plant, replant, fertilize, water, trim, and prune shrubs, trees, or flowers; prepare ground for planting, weed and spray planted areas; clean and maintain grounds, mix and apply pesticides and sprays in accordance with state law and licensing requirements; operate equipment such as dump trucks, backhoe, and heavy duty tractors; operate and maintain grounds-related parts of heavy duty mowing, sweeping, and fertilizing equipment; patch, repair and seal blacktop surfaces; install, maintain and repair elements of the districts' sprinkler systems, including time clocks, manual valves, sprinkler heads, and water lines feeding the irrigation systems, both drip and overhead sprinklers; inspect and repair all wiring and controls connected to or related to sprinklers; perform needed plumbing and repairs to water lines; establish and monitor watering schedules for the District; adjust time clocks to provide a comprehensive watering program compatible with other school operations; operate and maintain in good working condition all tools and equipment; lay out and line athletic fields, do construction work in connection with grounds projects, grading, repairs to grounds structures; do hauling, mowing, planting, raking, trash pick-up; do minor carpentry work; assist maintenance workers in performance of such duties as carpentry, electrical, plumbing, window glazing and painting, and custodians in such duties as cleaning, moving furniture; work as part of crew during school recesses or special occasions as directed; participate in staff development; do other special projects as assigned.

## DESIRED MINIMUM QUALIFICATIONS

Education and Experience: High school diploma or GED; construction and plumbing skills sufficient for job duties; three years of experience in grounds maintenance or landscaping work preferred.

Knowledge and Abilities: Knowledge of landscaping skills materials, tools and equipment necessary to perform job tasks; ability to exercise good judgment and work effectively in the absence of supervision; ability to skillfully and safely work with dangerous chemicals. Ability to do strenuous physical work; ability to be adaptable to changing situations; ability to understand and carry out oral and written instructions; ability to work independently; ability to skillfully and safely operate and care for grounds and related equipment; ability to establish and maintain effective working relationships with staff members, parents, students, and community members.

## Successful Completion of Hiring Process

## LICENSE/CERTIFICATE REQUIREMENTS:

Valid California Driver's License. Within one year of employment, apply for pesticide application certificate.

# COAST UNIFIED SCHOOL DISTRICT

## JOB DESCRIPTION

**TITLE: MAINTENANCE LEAD**

**SALARY RANGE:** 19

### **DEFINITION**

Under the general supervision of the Supervisor of Maintenance and Operations in coordination with the Site Administrators, will lead, direct and implement operational procedures for the assigned department and to perform skilled maintenance work in several trade areas and at the journeyman level in one trade; to perform routine maintenance and related work as required.

### **EXAMPLE OF DUTIES**

Schedule work and assign duties to department employees; Prepare budgets; Maintain inventories and prepare purchase requisitions; Oversee department operations related to establishing routines, procedures and timeline for completion of departmental duties; Train employees on proper operational procedures, safety and specific job duties; Conduct department meetings as needed; Work to ensure assignments and responsibilities of the department are completed properly and efficiently; Conduct monthly meetings with site management and immediate supervisor; Plan jobs; order materials needed; keep required records and make reports; care for tools of the trade; service fans, compressors, pumps, and motors by oiling, greasing, packing, and cleaning as required; diagnose operating difficulties and make adjustments and repairs as necessary; inspect and adjust ventilating systems to ensure proper heat and air flow; inspect boiler controls, valves, switches, and water levels, and fire steam boilers; make electrical repairs such as replacing fuses, fixtures, socket drop cords, switches; tape exposed wiring; service and repair audio-visual equipment, recording equipment, television sets, clock systems, and fire alarm systems; make emergency repairs and adjustments to plumbing equipment and apparatus in school buildings, such as replacing broken pipe, cleaning clogged drains, flushing sewer lines, and replacing faucets, washers, gaskets, and radiator valves; maintain and make repairs to furniture, cabinets, and other equipment; scrape, sand, fill, or in other manner prepare surfaces for painting or repainting; apply finishes to various surfaces, such as wood, metal, glass, plaster, stucco, wallboard, brick, and cement; install window glass, make lock repairs; use hand and power tools, and other equipment; patch roofing leaks and seam cracks; inspect, repair, fabricate, install, service, and maintain equipment and buildings of the districts in the specialty for which qualified; may operate a light truck incidental to performance of work; as assigned, work cooperatively with grounds and custodial personnel on school equipment repair; works as part of a crew during school recess or special occasions as directed; assist custodian and grounds staff as directed; perform grounds or custodial work at a smaller school independent of grounds or custodial personnel as directed; participate in staff development; do other special projects as assigned.

## DESIRED MINIMUM QUALIFICATIONS

Education and Experience: Equivalent to that required for journeyman status within one trade specialty. Training or experience in repair and maintenance in several areas; completion of high school or equivalent.

Knowledge and Abilities: Must have a fundamental working knowledge of skills, tools and materials necessary to perform job tasks; working knowledge of applicable codes; ability to exercise good judgment and work effectively in the absence of supervision; ability to direct the work of others, providing required in-service training as needed.

Ability to do strenuous physical work; ability to be adaptable to changing situations; ability to carry out oral and written instructions; ability to read, write, and compute at the level required by the position; ability to work independently; ability to skillfully and safely operate and care for particular kinds of equipment assigned; ability to establish and maintain effective working relationships with staff members, parents, and students.

### Successful Completion of Hiring Process

### LICENSE/CERTIFICATE REQUIREMENTS:

Valid California Driver's License, certification of training in specialized field.