

REOPENER TENTATIVE AGREEMENT
BY AND BETWEEN
RICHMOND SCHOOL DISTRICT
AND
CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION
AND ITS RICHMOND CHAPTER #810 TOGETHER (CSEA)
FOR THE 2024-2025 SCHOOL YEAR

This Tentative Agreement is made and entered into between the Richmond School District ("District") and the California School Employees Association with its Richmond Chapter #810 (together, "CSEA"). As a result of negotiations, the District and CSEA have agreed to the following:

1. Current Salary Schedule restructure based on current 23-24 calculations.
2. The District and CSEA agree to amend the District's contribution towards the costs of medical, dental, and vision for each eligible, covered unit member shall be \$1,413 per month for an annual contribution of \$16,956 to commence effective the benefit plan year of October 1, 2024.
3. Change Food Service Worker position, Range 2 to Head of Food Services, Range 3. Increase to be effective July 1, 2024.
4. All members impacted by this change shall carry over their seniority to the newly titled position.

This concludes negotiations for the 2024 – 2025 school year.

Agreed to on: 5-16-24

For the Richmond School District:



Brian Boyer, Superintendent

For CSEA:

Deborah Smith
Deborah Smith, LRR

Mandy Cox
Mandy Cox, Chapter President

Tonia Mallory
Tonia Mallory, Chapter VP

RICHMOND ELEMENTARY SCHOOL DISTRICT
CLASSIFIED SALARY SCHEDULE
2024-25

	DESCRIPTION	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7	STEP 8	STEP 9	STEP 10	STEP 11	STEP 12	STEP 13	STEP 14	STEP 15	STEP 16	STEP 17	STEP 18	STEP 19	STEP 20	STEP 21	STEP 22	STEP 23	STEP 24	STEP 25
1	Custodian	17.27	17.96	18.68	19.43	20.20	21.01	21.43	21.86	22.30	22.74	23.20	23.66	24.14	24.62	25.11	25.61	26.13	26.65	27.18	27.72	28.28	28.84	29.42	30.01	30.61
2	Paraprofessional	17.34	18.03	18.75	19.51	20.29	21.10	21.52	21.95	22.39	22.84	23.29	23.76	24.23	24.72	25.21	25.72	26.23	26.76	27.29	27.84	28.39	28.96	29.54	30.13	30.73
3	Head of Food Services Library Clerk	18.07	18.79	19.54	20.33	21.14	21.98	22.42	22.87	23.33	23.80	24.27	24.76	25.25	25.76	26.27	26.80	27.34	27.88	28.44	29.01	29.59	30.18	30.78	31.40	32.03
4	Computer Lab Tech	18.82	19.57	20.36	21.17	22.02	22.90	23.36	23.82	24.30	24.78	25.28	25.79	26.30	26.83	27.36	27.91	28.47	29.04	29.62	30.21	30.82	31.43	32.06	32.70	33.36
5	Secretary	19.98	20.78	21.61	22.47	23.37	24.31	24.79	25.29	25.80	26.31	26.84	27.38	27.92	28.48	29.05	29.63	30.22	30.83	31.45	32.07	32.72	33.37	34.04	34.72	35.41

1. 3% Salary Increase
2. Percentage Steps 1-6: 4.00%
3. Percentage Steps 7-25: 2.00%

RICHMOND SCHOOL DISTRICT

JOB DESCRIPTION

Head of Food Service

Job Summary

Under supervision of the Superintendent, prepares, cooking and serving of a variety of foods in an elementary school food service program. Will prepare a monthly breakfast and lunch menu based on meal pattern requirements for the National School Breakfast and Lunch Program, as well as order and/or purchase breakfast and lunch products and food items. The Food Service worker will set up and serve hot and cold food, beverages, and other food items in portions consistent with meal pattern requirements for the National School Breakfast and Lunch Programs.

During the regular course of work, the Food Service worker may have access to sensitive information. It is expected that all employees of the Richmond School District will not release any sensitive information regarding students, parents/guardians, or staff.

Qualifications

Minimum Qualifications Include:

- High school diploma or equivalent
- Basic skills in reading, writing, and arithmetic are required.
- Two years' experience in commercial or institutional quantity food preparation is desirable.
- Experience in menu planning, food ordering, record keeping, and in preparing and serving varied and balanced menus is desirable.
- Passage of Food Service Test or Safe Serve
- Basic computer skills
- Ability to perform job duties in an accurate and timely manner.
- Safe Serve Manager Certificate
- Employee will create/serve meals in accordance to the current School Nutrition Standards provided by the USDA

Knowledge/Skills/Abilities

Methods of preparing and serving foods, use and care of institutional kitchen equipment and utensils, proper cleaning and sanitizing methods, principles of kitchen safety, basic arithmetic necessary for recipe conversion to quantities needed for food service to students, follow written recipes and oral instructions, ability to work with chemical and cleaning agents, must have strength to lift and carry food items or objects relating to job.

Essential Functions

- Prepares a variety of foods following standardized recipes, menus, and portion controls in accordance with departmental work production standards.
- Serves and stores food properly.
- Follow proper sanitary procedures in the kitchen.
- Operates and cleans all kitchen equipment and utensils.
- Ensure all foods are served and stored *in* compliance with safety and sanitary regulations per local and state health codes.
- Wipe tables and benches in the cafeteria.
- Sweeps floors in the kitchen and cafeteria areas, puts up tables, and mop spills as needed.
- Monitor students in the food service line and cafeteria as needed.
- Monitor refrigerator and freezer temperatures daily.
- Monitor food inventory to ensure freshness.
- Establishes and maintains cooperative and effective working relationships with staff, students, parents, administrative personnel, and others contacted in the course of work.
- State Required Nutrition Menu posted monthly
- Performs other related duties as assigned.

PHYSICAL REQUIREMENTS

Incorporated within one or more of the previously mentioned essential functions of this job description are the following essential physical requirements:

1	Seldom	=	Less than 25%
2	Occasional		25 - 50%
3	Often		51 - 75%
4	Very Frequent		76%

- 3 Ability to work at a desk, conference table or in meetings of various configurations.
- 4 Ability to stand and walk for extended periods of time on hard flooring.
- 4 Ability to see for purposes of reading printed matter and observing students.
- 4 Ability to hear and understand speech at normal levels.
- 4 Ability to communicate so others will be able to clearly understand normal conversation.
- 4 Ability to bend, twist, stoop, kneel, run, and crawl.
- 3 Ability to lift 50 pounds.
- 4 Ability to carry 25 pounds.
- 4 Ability to operate office equipment.
- 4 Ability to reach in all directions.