

CHICO UNIFIED SCHOOL DISTRICT
LEAD MECHANIC

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DEFINITION

Under direction, to perform a full range of skilled mechanical maintenance, diagnostic, inspection and repair duties on trucks, automobiles, school buses and other District vehicles. Act as lead person for the work of the other mechanics.

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SUPERVISION EXERCISED

May exercise technical and functional direction over lower level staff.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

- Schedules and coordinates work assignments of mechanics.
- Trains, monitors, and inspects work of other mechanics and service personnel for accuracy and compliance to established standards.
- Verifies mechanics overtime and maintains base document; submit for management approval.
- Primary contact for repair shop for reasons such as, but not limited to, after hour mechanical failures, calls from mechanics when ill or absent, drivers with unresolved bus issues.
- Plans and implements a preventative maintenance program for all vehicles.
- Serves as reporting person for Bureau of Automobile Repair.
- Maintains and provides for California Highway Patrol terminal inspections required records and reports.
- Investigates accidents and makes recommendations.
- Inspects and determines worthiness of vehicles and equipment prior to purchase and makes recommendations to management.
- Arranges for delivery/pickup of District vehicles (mechanical failure, broken down, or new purchase.)
- Makes repair cost estimates.
- Approves purchases of equipment and tools, within budgeted amounts, items that are not required for a specific vehicle.
- Determines whether equipment or vehicles are repaired on site or outsourced.
- Inspects, diagnoses, overhauls, adjusts, and repairs gas- and diesel-powered buses, trucks, automobiles and other power equipment.
- Performs general overhaul, installation, repair, replacement and adjustment of bearings, ignitions, carburetors, transmissions, differentials, axles, steering mechanisms, drive shafts, fenders, radiators and front end and rear suspension systems.
- Performs a prescribed preventative maintenance program on the bus fleet and trucks and automobiles.
- Road tests vehicles after work has been completed.
- Inspects school buses and signs forms indicating compliance with state requirements provided by law.
- Performs electrical work, painting, acetylene and arc welding and minor body repair on

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Chico Unified School District
Lead Mechanic

motorized equipment.

- Performs work in adherence to safe work practices and procedures and in compliance with applicable standards and specifications, including to perform work in accordance with and maintain equipment as required by the California Highway Patrol and Vehicle Code; remain current on all laws pertaining to safe maintenance and repair of school buses.
- Operates a steam cleaner to clean buses, automobiles and trucks.
- Builds and sustains inventory of all vehicle parts and maintains information in appropriate software program. Approves stock and part orders; label with vehicle number on which the part was used.
- Maintains a variety of records, including vehicle identification, date, mileage and nature of each inspection, maintenance, lubrication and repair performed.
- Participates in annual budget planning process, estimates and provides documentation for projected cost and reports for management.
- Maintains and documents mechanics purchase orders.
- Reviews and assigns vehicle numbers and budget codes to ensure budgeted items are taken from right categories.
- Reviews completed work orders and attaches purchase order documentation for billing sites.
- Serves as backup school bus driver when needed.
- Performs related duties and responsibilities as required.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

- Methods, techniques and procedures used in the inspection, maintenance, overhaul, repair and adjustment of gas- and diesel-powered equipment.
- Operating and repair characteristics of a variety of automotive and school bus diagnostic and repair equipment and tools.
- Methods, techniques and procedures used in the repair and adjustment of fuel, ignition, electrical and cooling systems and chassis.
- Methods and techniques of performing acetylene and arc welding, painting and electrical work on motorized vehicles and equipment.
- Procedures of preventive maintenance related to automotive and school bus vehicles.
- Laws, rules and regulations pertaining to school bus operations and pupil transportation, including appropriate California State Motor Vehicle Code and the Education Code.
- Principles, practices and procedures of recycling and disposing of hazardous waste from motorized vehicles and equipment.
- Operational hazards and standard safety practices necessary in the area of assigned work.
- Principles and procedures of record keeping.
- Safe driving principles and practices.

Skill to:

- Operate the full range of diagnostic, maintenance and repair equipment in a safe and effective manner.
 - Operate a school bus and motor vehicle safely.
- Operate modern office equipment, including computer equipment.

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Ability to:

- Perform the full range of journey level mechanical work, including the diagnosing, troubleshooting and repairing of equipment;
- Inspect, maintain, overhaul, repair and adjust gas- and diesel-powered equipment;
- Repair and adjust fuel, ignition, electrical and cooling systems and chassis;
- Perform acetylene and arc methods of welding on motorized vehicles and equipment;
- Paint and perform electrical work and minor body repairs on motorized vehicles and equipment;
- Patch and install seat covers and other accessories;
- Accurately determine mechanical repair needs;
- Interpret and apply the policies, procedures, laws, codes and regulations pertaining to assigned programs and functions;
- Provide lead supervision and training to assigned staff;
- Prepare and maintain accurate and complete records;
- Work independently in the absence of supervision;
- Understand and follow oral and written instructions;
- Communicate clearly and concisely, both orally and in writing;
- Establish, maintain and foster positive and harmonious working relationships with those contacted in the course of work.

EXPERIENCE, EDUCATION, AND TRAINING GUIDELINES

Any combination of experience and training that would likely provide the required knowledge, skills and abilities is qualifying. A typical way to obtain the knowledge, skills and abilities would be:

Experience:

- Four (4) years experience as a mechanic, including experience working with school buses, gas and diesel engines, and hydraulic and air brake systems.

Training:

- Formal or informal education or training which ensures the ability to read and write at a level necessary for successful job performance.
- Successful completion of a mechanical apprenticeship program.

SPECIAL REQUIREMENTS

- Possess and maintain a current, valid Class A driver's license with a Passenger and School Bus (P&S) endorsement, and safe driving record.
- Possess and maintain a current, valid California School Bus Driver's Certificate with acceptable restrictions.
- Possess and maintain a current, valid DMV Medical Examiner's Certificate.

CONDITIONS OF EMPLOYMENT

- Insurability by the District's liability insurance carrier.
- Travel to multiple worksites and locations.

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Chico Unified School District
Lead Mechanic

- Must be at least 25 years of age.

SPECIAL REQUIREMENTS

Essential duties require the following physical abilities and work environment:

- Ability to sit, stand, walk, kneel, crouch, squat, stoop, reach, crawl, twist, climb and lift 70 lbs.
- Exposure to cold, heat, noise, outdoors, vibration, confining work space, dust, toxic waste, chemicals, explosive materials, mechanical hazards and electrical hazards.

PC December 2006, January 2007, June 2012, May 2024

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**CHICO UNIFIED SCHOOL DISTRICT
LIBRARY CLERK**

DEFINITION

Under general supervision, to perform a variety of clerical and library duties in a school library; to provide assistance to the librarian; and to provide general information and assistance to students and staff.

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SUPERVISION EXERCISED

May exercise functional and technical supervision over student assistants and parent volunteers.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

- Prepare and maintain schedules for the circulation of books and materials in the library using established procedures.
- Maintain the physical appearance and easy use of the library.
- Check out library materials to students and staff; check in and prepare materials for return to the circulating collection; check the condition of books; repair torn or damaged pages, pictures and materials as appropriate.
- Prepare and maintain a list of lost or missing library books; bill, record and collect money for lost library books.
- Participate in periodic inventories of library materials.
- Respond to requests for library materials, services and information; provide assistance to students, faculty and staff in the use of audio visual, photocopying and related equipment.
- Evaluate and maintain orderliness of shelved materials; shelve books, periodicals and newspapers; pull and route materials in need of mending, binding, repairing or discarding.
- Operate and maintain equipment, including laminating machine, VCR, camera, video cassette recorder, video camera and other related equipment.
- Perform general clerical work; type and maintain purchase orders for library purchases and repairs; process incoming supplies, microfiche, magazines and daily mail; may enter information into computer; maintain files and records.
- Instruct and orient classes or groups of students in the effective use of the library and appropriate behavior while in the library.
- Record, tabulate and compile data for summary reports.
- Supervise students and volunteers participating in clerical functions, shelving duties and processing library materials.
- Consult with the librarian and teachers when ordering new books and materials.
- Perform related duties and responsibilities as required.

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JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

- Basic operations, services and activities of a library;
- Principles of record keeping and reporting;
- Basic library terminology;
- Modern office procedures, methods and computer equipment;
- Basic principles and practices of taking inventory;
- Alphabetical, numerical and subject matter filing systems;
- English usage, spelling, vocabulary, grammar and punctuation;

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Chico Unified School District
Library Clerk

- Basic mathematical principles.

Skill to:

- Learn to operate a variety of modern library equipment, including audio-visual and computer equipment.
- Type or operate a keyboard at a level proficient for successful job performance.

Ability to:

- Learn specialized library procedures, including in the area of circulation and reference.
- Learn and correctly interpret and apply the policies and procedures of the function to which assigned.
- Perform responsible clerical library work involving the use of independent judgement and personal initiative.
- Assist library patrons in response to basic and routine reference and related library questions.
- Understand the organization and operation of the District library system as necessary to assume assigned responsibilities.
- Participate in the library's circulation function.
- Mend and repair books and materials as needed.
- Perform responsible and general clerical support work.
- Provide direction and training to students and parent volunteers.
- Prepare and maintain accurate and complete records.
- Compile information and prepare reports.
- Work independently in the absence of supervision.
- Communicate clearly and concisely, both orally and in writing.
- Establish, maintain and foster positive and harmonious working relationships with those contacted in the course of work.

EXPERIENCE, EDUCATION, AND TRAINING GUIDELINES

Any combination equivalent to experience and training that would provide the required knowledge, skills and abilities would be qualifying. A typical way to obtain the knowledge, skills and abilities would be:

Experience:

- One (1) year of clerical experience, including some exposure to basic library procedures.

Training:

- Equivalent to the completion of the twelfth grade.

SPECIAL REQUIREMENTS

- Must pass the competency exam of the classification as designated by the Classified Human Resources Department.

PHYSICAL DEMANDS

Essential duties require the following physical skills and work environment:

- Ability to sit, stand, walk, kneel, stoop, reach, twist and lift 25 lbs.

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**CHICO UNIFIED SCHOOL DISTRICT
LICENSED NURSE**

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DEFINITION

Under general supervision, performs specialized health care procedures as needed for designated students in the classroom and other school areas; assists teachers, school nurses, and other certificated employees in providing curriculum instruction to child and adult students; performs related duties as required.

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The duties of this classification include classroom instruction and health care. When not attending to the specialized health care needs of assigned student/students, assists the certificated employees in providing curriculum instruction and with other duties to assist the school nurses. This classification requires certification as a Licensed Vocational Nurse or a Registered Nurse (or equivalent). Provide first aid and life saving techniques to students without direct nursing supervision.

SUPERVISION EXERCISED - Exercises no supervision

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

- Provide specialized health care procedures as the needs of students dictate and as approved and defined by the Guidelines and Procedures for Meeting the Specialized Health Care Needs of Pupils manual: catheterization and instruction of self-catheterization, tracheotomy care, suctioning, tube feeding, oxygen therapy, ostomy care, and dispense medication. Services may include but are not limited to the above list.
- Provide first aid, cardiopulmonary resuscitation and other physical health care procedures including, but not limited to, limitation care, seizures, cardiac problems, menstrual cycle needs and safe handling of students with chronic infectious diseases.
- Move students to/from the floor, changing tables and wheelchairs.
- Assist in lifting students from wheelchairs and/or adaptive equipment.
- Place and position/reposition students in therapeutic equipment; push wheelchairs and assist with walkers.
- Assist students with clothing, possessions or personal care such as feeding, washing and toileting and changing diapers.
- Sanitize and clean portable toilets and supplies.
- Complete accident and follow up reports.
- Dispense prescribed medication and record medication and treatment given.
- May provide medical supervision to student being transported on school bus.
- Provide services and related duties of the health program, i.e., clerical, ordering materials, maintain medical records and informing parents of health status of students.
- Provide health related instruction to individual or small groups of students and/or staff.
- Use a variety of study aids and techniques to reinforce skills.
- Design and prepare bulletin boards, displays of student work, charts, forms or other teaching aids.
- Participate in behavior management plans.
- Prepare a variety of instructional materials.
- Assist with or operate a variety of audio-visual equipment such as DVD players, VCR's, tape recorders, or other learning machines.
- Organize work areas and assemble learning materials, study aids, supplies, or assignment folders.
- May order supplies, forms, instructional and audiovisual materials; may participate in field trips; may supervise students in cafeteria, playground or bus loading.
- Provide transportation of students, as needed.
- Necessary participation in field trips may require extended days for the employee as directed by supervisor.

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JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

- Basic principles and practices of first aid, CPR, Universal Precautions, blood borne pathogens and communicable diseases;
- Modern office practices, methods and computer equipment;

Chico Unified School District
Licensed Nurse

- Principles and procedures of record keeping and reporting;
- Alphabetical, numerical and subject matter filing systems;
- English usage, spelling, vocabulary, grammar and punctuation;
- Safe driving principles and practices;
- Reading, language development, and mathematics equivalent to high school competencies.

Skill to:

- Operate modern office equipment including computer equipment;
- Operate a motor vehicle safely;
- Communicate clearly and accurately, both orally and in writing.

Ability to:

- Respond appropriately in emergency situations;
- Read and comprehend medical terms;
- Remain calm in stressful situations;
- Understand, manage and relate to students who have behavioral problems, learning and physical disabilities;
- Adapt to individual needs of teachers and students and work with interruptions;
- Work harmoniously with students, staff, parents and guardians;
- Be dependable and punctual;
- Recognize the first aid and health needs of students and make decisions as to appropriate solutions.

EXPERIENCE, EDUCATION, AND TRAINING GUIDELINES:

Any combination equivalent to experience and training that would provide the required knowledge, skills and abilities would be qualifying. A typical way to obtain the knowledge, skills and abilities would be:

Experience:

- One (1) year experience with students or groups of children or work experience in a medically related field.

Education:

- The ability to read and write at a level necessary for successful job performance.

Training:

- Specialized training in health, first aid, CPR, emergency medical services, or a related field may be required.

SPECIAL REQUIREMENTS

- Must pass the competency exam of the classification as designated by the Classified Human Resources Department.

License and Certificate Requirement:

- Possess and maintain a valid, current LVN or RN license.
- Possess and maintain current certification in first aid and CPR.
- Possess and maintain an appropriate, valid driver's license and safe driving record.
- Successful completion of the District competency test for Instructional Assistants.

Conditions of Employment:

- Possess and maintain proof of current automobile insurance.
- Use of personal vehicle to travel to multiple work sites and locations, as needed.

PHYSICAL DEMANDS:

- Please refer to the Job Analysis.

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**CHICO UNIFIED SCHOOL DISTRICT
LIBRARY MEDIA ASSISTANT**

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DEFINITION

Under the general supervision of the K-8 Library Media Teacher (LMT), and as an integral part of the library media program, to perform a variety of library, clerical, and computer duties in the school library setting; to provide assistance to the K-8 LMT, and to provide general assistance to students and staff.

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SUPERVISION EXERCISED

May exercise functional and technical supervision over students, student assistants, and parent volunteers, as directed by the K-8 LMT.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

- Provide students with a healthy, child-friendly environment in which students are encouraged to explore a wide variety of interests through books and other media.
- Promote and showcase high-interest literature through a variety of venues: storytelling, bulletin boards, and other display areas.
- Read students an engaging story whenever possible.
- Establish positive rapport with students; help build confidence, self-esteem and responsible behavior in students.
- Help maintain the physical appearance and ease of use of the library.
- Prepare necessary circulation materials including shelf markers, class lists, and schedules.
- Shelf books and organize other materials housed in the library. Maintain orderliness of shelved materials.
- Repair items in need of mending in a timely fashion. Refer items beyond repair for discard/replacement evaluation by the K-8 LMT.
- Perform a variety of clerical duties, including compiling and maintaining library media center records and files; prepare library schedule, in collaboration with teachers and site administration.
- Attend and participate in professional development activities as assigned; attend appropriate job-related workshops, conferences and classes.
- Collect monies for lost or damaged materials, issue receipts, route funds to fiscal services in an accurate and timely manner, and complete appropriate paperwork as directed by the LMT.
- Assist students in finding appropriate reading material.
- Perform other job-related duties and responsibilities as assigned.

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JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

- Basic operations, services and activities of a library.
- Principles of record-keeping and reporting.

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Chico Unified School District
Library Media Assistant

- Basic library terminology;
- Modern office methods, practices, procedures, and computer software needed for library media center;
- Correct English usage, spelling, vocabulary, grammar, sentence structure, and punctuation;
- Dewey Decimal System and library collection arrangement.

Skill to:

- Operate modern office equipment, including computer equipment;
- Type or operate a keyboard at a level proficient for successful job performance.

Ability to:

- Demonstrate an understanding, patient and receptive attitude toward students;
- Establish, maintain and foster positive and harmonious working relationships with those contacted in the course of work;
- Maintain confidentiality of student and school information;
- Interact effectively and sensitively with individuals from diverse backgrounds;
- Understand and follow oral and written instructions;
- Work independently on assigned tasks.

EXPERIENCE, EDUCATION, AND TRAINING GUIDELINES

Any combination equivalent to experience and training that would provide the required knowledge, skills and abilities would be qualifying. A typical way to obtain the knowledge, skills and abilities would be:

Experience:

- One (1) year of clerical and computer experience, including some exposure to basic library procedures.
- Some experience working in an organized education or student setting.

Training:

- Equivalent to the completion of the twelfth grade.
- Supplemental specialized training in child development, education, or a related field is desirable.

SPECIAL REQUIREMENTS

- Must pass the competency exam of the classification as designated by the Classified Human Resources Department.

PHYSICAL DEMANDS

Essential duties require the following physical skills and work environment:

- Ability to sit, stand, walk, kneel, stoop, reach, twist, and lift 25 lbs.
- Ability to stand/walk all areas of the library for approximately 75 percent of an assigned day.

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**CHICO UNIFIED SCHOOL DISTRICT
MAINTENANCE AND OPERATIONS MANAGER**

DEFINITION

Under the general direction of the Director of Maintenance and Operations, supervises and coordinates the Maintenance and Operations functions of the District. Supervises maintenance and operations staff, determines work order priorities. Monitors systems and procedures to ensure compliance with applicable policies, laws, and regulations. Responsible for inspections and safety procedures. Provides recommendations to the director for process improvement and problem resolution. Areas of responsibility may include, custodial, grounds, and/or other maintenance and operations functions.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

- Supervise, coordinate, and prioritize the day-to-day functions of the Maintenance and Operations Department as assigned, such as maintenance, custodial, and grounds.
- Responsible for selecting, training, and evaluating the performance of custodial and/or maintenance staff, providing work direction and guidance to assigned employees.
- Support compliance with state and federal regulations as well as District policy and procedure.
- Provide leadership for employee relations through effective communications and coaching.
- Identify internal conflicts and resolve, following District protocols.
- Evaluate school facilities and office buildings and ensure proper repair and cleaning standards are met.
- Implement preventative maintenance plan, included but not limited to, painting, HVAC filter replacement, roof cleaning and repair, tree maintenance, carpet cleaning and other services as required.
- Implement work methods, procedures, and equipment repair and replacement to increase efficiency and ensure adherence to a cost-effective utilization of personnel and equipment.
- Responsible to arrange substitutes for the Maintenance and Operations Department.
- Supervise and maintain a variety of records pertaining to the maintenance and operation of the District
- Travel within and outside District to confer with and advise site administrators and District personnel regarding maintenance and operations services.
- Support the director in budget planning process and in the development, implementation and maintenance of expenditure control procedures.
- Responsible for department budget.
- Responsible to meet with District and site personnel regarding facility cleanliness, maintenance, and repair and serves as a liaison to vendors and contractors providing service to the District.
- Participate in development, implementation, and maintenance of policies, objectives, short and long-range planning; develops and implements projects and programs to assist in accomplishment of established goals.
- Drive a service vehicle to and from work sites.
- Perform related work as assigned.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

- Principles and practices of maintaining and cleaning school facilities including personnel management and budgetary practices.
- Principles, methods, trends, procedures, and techniques of a comprehensive maintenance/operations program.
- Problem analysis and problem resolution.
- MS Office and electronic work order systems at an intermediate level.
- Equipment, materials, and supplies commonly utilized in the cleaning and maintenance of school facilities, grounds, offices, and equipment.
- Principles of safe working methods and procedures.
- Methods, materials, tools, and terminology used in the building trades.
- Supervision and evaluation techniques.

Skill to:

- Safely operate a motor vehicle.
- Operate modern office equipment and related software applications.

Ability to:

- Evaluate specifications of work rules, procedures, and schedules and to maximize efficiency.
- Supervise and train staff, including organizing, prioritizing, and scheduling work assignments.
- Lead people and get results through others.
- Develop and execute short and long-term planning to accomplish goals.

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- Analyze and solve problems;
- Establish and maintain cooperative and positive working relationships;
- Strategize the implementation of new legislation as it relates to the Maintenance and Operations Department;
- Effectively provide written and oral Districtwide communication and maintenance and operation information, policies and/or procedures in a manner easily understood by all involved parties;
- Effectively evaluate and recommend procedures to support employee development and performance.
- Establish, maintain and foster positive and harmonious working relationships with those contacted in the course of work.

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SPECIAL REQUIREMENTS¶

Must pass the competency exam of the classification as designated by the Classified Human Resources Department.¶

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EXPERIENCE, EDUCATION, AND TRAINING GUIDELINES

Any combination of experience and training that would likely provide the required knowledge and skill is qualifying. A typical way to obtain the required knowledge and skill would be:

Experience

- Five (5) years of progressively responsible technical experience in maintenance, custodial, or grounds services.
- Three to five (3-5) years supervisory experience in a related field.

Education

- Specialized training or course work in the field of maintenance, custodial, or grounds is preferred.

SPECIAL REQUIREMENTS

- Must pass the competency exam of the classification as designated by the Classified Human Resources Department.

License and Certificate Requirement:

- Possess and maintain a valid Department of Pesticide Regulations Qualified Applicator Certification by the 5th month of employment.
- Possess and maintain an appropriate, valid driver's license and safe driving record.

Conditions of Employment:

- Possess and maintain proof of current automobile insurance.
- Use of personal or District vehicle to travel to multiple worksites and locations, as needed.
- Insurability by the District's liability insurance carrier.
- Must be at least 21 years of age.

PHYSICAL DEMANDS

Essential duties require the following skills and work environment:

- This type of work requires occasional or frequent standing, walking, sitting, and reaching for extended periods of time.
- Ability to sit at a desk, conference table, or in meeting rooms of various configurations for extended periods of time.
- Facility to see and read, with or without vision aids, a computer screen and printed matter, and to distinguish colors.
- Sufficient hearing to understand speech at normal room levels, and to hear and understand speech on the telephone.
- Manual dexterity to operate a telephone and enter data into a computer using both hands.
- Ability to speak in an understandable voice with sufficient volume to be heard in normal conversation, on the telephone, and addressing groups.
- Exposure to cold, heat, wet, humidity, or windy conditions caused by weather may occasionally be experienced.
- Ability to work in a standard office environment.
- Persons performing service in this position classification will exert 25 – 50 pounds of force frequently to lift, carry, push, pull or otherwise move objects.
- This type of work may involve ascending and descending ladders, stairs, scaffolding and ramps.

**CHICO UNIFIED SCHOOL DISTRICT
MAINTENANCE SPECIALIST**

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DEFINITION

Under direction, to perform a variety of skilled and semi-skilled work in the installation, maintenance, and repair of equipment in all maintenance trades such as refrigeration and heating, carpentry, electrical, flooring, painting, plumbing, and related areas as required. While incumbents in this classification may be specialized in one or more of the craft trades, it is expected that incumbents competently perform duties outside their area(s) of specialty.

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SUPERVISION EXERCISED

May exercise technical and functional supervision over lower level staff.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

- Perform a full range of skilled work involved in the installation, repair, inspection, testing, and maintenance of:
 - All kitchen equipment including heating and cooling equipment, electrical and gas equipment, and other related kitchen equipment;
 - Lighting, power circuits, conduits, transformers, and switches;
 - Electrical cords;
 - Generators, fans, compressors, and pumps;
 - Feeder circuits to handle additional loads in distribution panels;
 - Sinks, faucets, and drains.
- Replace fuses and circuit breakers, and install and/or alter building wiring.
- Perform light sheet metal fabrication as needed.
- Perform touch-up painting on fixtures and equipment as needed.
- Meet and maintain compliance of Section 608 of the Clean Air Act of 1990.
- Inspect heating, ventilating, and refrigeration equipment and perform routine preventative maintenance.
- Receive work orders; confer with supervisors and building administrators to determine work priorities; confer with originators of work requested regarding desired finished product; determine exact specifications of work requested; estimate supplies, materials and costs of repair projects; requisition necessary materials, parts, supplies, tools and equipment.
- Read and interpret blueprints, schematics, and repair manuals to provide installation, repair, and maintenance that meet Code.
- Maintain records of work performed; maintain records and inventory of materials, supplies, tools and equipment; prepare and submit reports.
- Operate heavy equipment when required.
- Operate light trucks, trailers or other equipment to move, haul and deliver materials, equipment, and maintenance supplies; load and unload materials and equipment.
- Operate a variety of hand and power tools and equipment necessary in the performance of assigned duties.
- Perform general and finish carpentry work.
- Assemble and test new equipment.
- Clean and maintain work areas, tools, and other equipment.
- Follow preventative maintenance schedules where appropriate.
- Check buildings and equipment to locate needed repairs and maintenance; report unsafe conditions to supervisor.
- Check condition of delivery vehicle before starting daily runs; make minor adjustments when necessary; report major vehicle repair or service needs to proper authority; clean and wash interior and exterior of vehicle as needed; maintain fluid levels, including gasoline, oil and water.
- Pick up and deliver items to and from the warehouse and local vendors.
- Assist in filling requisitions and restocking shelves in warehouse; notify supervisor when stock levels are low and when shipping inconsistency, overages or shortages of items occur in stock received or on hand.

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Chico Unified School District
Maintenance Specialist

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- Pick up and deliver mail, supplies, equipment, food, and other materials as assigned to and from various District sites, including District communications, books, furniture, files, and other miscellaneous items.
- Perform related duties and responsibilities as required.

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JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

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- Policies, procedures, laws, codes and regulations pertaining to assigned programs and functions including Section 608 of the Clean Air Act of 1990;
- Occupational hazards and standard safety practices necessary in the area of maintenance and repair work;
- Practices, methods, techniques, materials, tools and equipment used in one or more of the maintenance trades such as carpentry, electrical, heating, plumbing, or refrigeration;
- Terminology used in maintenance and repair work;
- Basic mathematical principles;
- Safe driving principles and practices;
- Computerized energy management programs.

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Skill to:

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- Safely operate heavy equipment, light trucks, trailers or other equipment;
- Safely move, haul, load and deliver materials, equipment, and maintenance supplies;
- Safely operate a wide variety of hand & power tools and power equipment;
- Safely operate a motor vehicle.

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- Operate and make changes to energy management systems, using a computer;
- Perform a full range of skilled work involved in the installation, repair, inspection, testing, and maintenance of work-related equipment;
- Interpret and apply the policies, procedures, laws, codes and regulations pertaining to assigned programs and functions;
- Perform freon recovery and reclamation;
- Read, interpret and apply a wide variety of technical information from manuals, drawings, specifications, layouts, blueprints and schematics;
- Evaluate new products and recommend usage;
- Estimate time, materials and equipment required for assigned jobs;
- Plan and organize work to meet schedules and deadlines;
- Operate and make changes to energy management systems, using a computer;
- Prepare and maintain accurate and complete records;
- Understand and follow oral and written instructions;
- Establish, maintain and foster positive and harmonious working relationships with those contacted in the course of work;
- Operate forklifts, pallet jacks and other standard warehouse equipment;
- Operate a motor vehicle safely;
- Perform heavy manual labor;
- Lift, carry and move heavy equipment and supplies.

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EXPERIENCE, EDUCATION, AND TRAINING GUIDELINES

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Any combination equivalent to experience and training that would provide the required knowledge, skills and abilities would be qualifying. A typical way to obtain the knowledge, skills and abilities would be:

Experience:

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- Five (5) years of related building maintenance trades experience preferably in the area of restaurant and/or commercial food industry, plus;
- Two (2) years of journeyman level experience in refrigeration;
- Must be at least 21 years of age.

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Training:

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Chico Unified School District
Maintenance Specialist

- Formal or informal education or training which ensures the ability to read and write at a level necessary for successful job performance, plus;
- Completion of a formal apprenticeship program in a maintenance trade or seven (7) years of experience performing trade level work.

SPECIAL REQUIREMENTS

- Must pass the competency exam of the classification as designated by the Classified Human Resources Department.

License and Certificate Requirement:

- Possess and maintain an appropriate, valid driver's license and safe driving record.
- Possess and maintain an appropriate, valid Class A license by the end of the probationary period.
- Possess and maintain a Universal Refrigerant Handling Certificate by the end of the probationary period.
- Possess and maintain a valid Forklift Operator Certificate, or completion of a certificated forklift operations certificate, by the end of the probationary period.

Conditions of Employment:

- Insurability by the District's liability insurance carrier.
- Possess and maintain proof of current automobile insurance.
- Travel to multiple worksites and locations, as needed.
- Must be at least 21 years of age.

PHYSICAL DEMANDS

Essential duties require the following physical skills and work environment:

- Ability to sit, stand, walk, kneel, crouch, stoop, squat, twist;
- Ability to exert 75 to 100 lbs of force frequently to lift, carry, push, pull, or otherwise move objects;
- Ability to ascend and descend stairs, ladders, scaffolding, and ramps;
- Exposure to noise, vibration, outdoors, confining work space, chemicals, explosive materials, mechanical hazards and electrical hazards;
- Ability to travel to different work sites.

PC - October 2012, November 2012, May 2024

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**CHICO UNIFIED SCHOOL DISTRICT
MAINTENANCE WORKER**

DEFINITION

Under general supervision, to perform semi-skilled work in the maintenance and repair of buildings, furniture and equipment.

SUPERVISION EXERCISED

May exercise technical and functional supervision over lower level staff.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

- Perform repairs and semi-skilled maintenance work of more than one trade such as repair of doors, panic catches, venetian blinds, lockers, furniture and equipment; glazing; setting of forms for pouring concrete and patching plaster surfaces; semi-skilled roof repairs; setting clocks and cutting bell tapes.
- Perform semi-skilled carpentry, including rough and finished construction, repair and remodeling.
- Perform semi-skilled painting, including mixing paints and matching colors.
- Perform minor maintenance work on electrical systems and equipment, sanitary plumbing pipes and fixtures, air, oil and gas pipes and heating systems.
- Perform arc and acetylene welding, cutting and brazing.
- Perform preventative maintenance on heating and air conditioning units.
- Direct persons assigned to the school sites, i.e., grounds workers, custodians, etc.
- May drive a truck and pull a lowboy trailer needed to haul power mower or other district equipment, including tractors or forklifts.
- May perform custodial duties based upon necessity and size of the plant.
- Confer with the school administrator in charge of maintenance of the school, and may prepare surveys and reports.
- Perform related duties and responsibilities as assigned.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

- Basic methods, materials, tools and equipment used in building maintenance work;
- Terminology used in building maintenance work;
- Occupational hazards and standard safety practices necessary in the area of building trades work;
- Basic mathematical principles;
- Safe driving principles and practices.

Skill to:

- Perform semi-skilled work in carpentry, glazing, painting, plastering, welding, plumbing and electrical trades;
- Perform semi-skilled building maintenance and repair duties;
- Operate a variety of hand and power tools and equipment required for building maintenance work in a safe and effective manner;
- Operate a variety of motor vehicles safely.

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Chico Unified School District
Maintenance Worker

Ability to:

- Understand and carry out oral and written instructions.
- Establish, maintain and foster positive and harmonious working relationships with those contacted in the course of work.
- Direct the work of other employees.

EXPERIENCE, EDUCATION, AND TRAINING GUIDELINES

Any combination equivalent to experience and training that would provide the required knowledge, skills and abilities would be qualifying. A typical way to obtain the knowledge, skills and abilities would be:

Experience:

- Three (3) years of experience performing building maintenance duties.

Training:

- Formal or informal education or training which ensures the ability to read and write at a level necessary for successful job performance.

SPECIAL REQUIREMENTS

- Must pass the competency exam of the classification as designated by the Classified Human Resources Department.

License and Certificate Requirement:

- Possess and maintain an appropriate, valid driver's license and safe driving record.
- Possess and maintain an appropriate, valid Class A license by the end of the probationary period.

Conditions of Employment:

- Insurability by the District's liability insurance carrier.
- Possess and maintain proof of current automobile insurance.
- Travel to multiple worksites and locations, as needed.
- Must be at least 21 years of age.

PHYSICAL DEMANDS

Essential duties require the following physical skills and work environment:

- Please refer to the Job Analysis.

PC - June 1997, June 2012, February 2015, October 2018, May 2024

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CHICO UNIFIED SCHOOL DISTRICT
MAINTENANCE AND OPERATIONS COORDINATOR

DEFINITION

Under direction, to perform a full range of mission critical duties supporting the Maintenance and Operations Department. To serve as the initial contact/resource person for the director and managers; screen calls, visitors and mail; respond to sensitive requests for information and assistance; interpret policies, rules and regulations in response to inquiries and complaints; resolve site concerns and complaints; refer inquiries as appropriate. To assist all site principals, secretaries, custodians, maintenance workers, outside vendors, and the public. To assess and evaluate situations effectively, identifying critical issues quickly and accurately, and creating innovative solutions to complex problems.

SUPERVISION EXERCISED

May exercise functional and technical supervision over clerical staff and custodial substitutes.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

- Participate and assist in the administration of the office; plan, organize and oversee activities and operations associated with the office; relieve the director and managers of a variety of administrative details.
- Perform the full range of secretarial duties for the director and managers; type and assemble reports, manuals, correspondence and other materials; independently respond to letters and general correspondence; compose and prepare letters, memoranda and reports pertaining to standard policies; post necessary information and announcements.
- Serve as initial contact/resource person for the office; screen calls, visitors and mail; respond to sensitive requests for information and assistance; interpret policies, rules and regulations in response to inquiries and complaints; resolve concerns and complaints; refer inquiries as appropriate.
- Work with managers to maintain a substitute custodial labor pool and assign substitutes to sites as necessary. Listen to complaints and positive input from sites, verify site information, if possible, and determine future assignments for substitutes. Be prepared to adjust assignments as future calls are received.
- Assist with processing incoming work orders, assigning to the correct trade, determining whether it is a safety or security issue, call tradesperson on phone and alert them to any work orders that need to be completed immediately.
- Assist sites in correct usage of work order system; input work orders that cannot be completed by site personnel.
- Maintain calendar for the director regarding meetings; coordinate activities with other District departments, divisions, the public and outside agencies; make necessary arrangements and prepare agendas for meetings; take and transcribe dictation and minutes as assigned.
- Participate in the administration of the custodial budget; monitor expenditures; maintain administrative and financial records.
- Recommend and assist in the implementation of goals and objectives; implement policies and procedures.
- Provide information and forms to staff and the general public; collect and process appropriate information; apply policies and procedures in determining completeness of applications, records and files.
- Log all absences, extra assignments and hours worked by substitute custodians and maintenance staff.
- Work with outside vendors to purchase custodial supplies and make needed equipment repairs.
- Generate purchase order numbers; process invoices; assign appropriate account codes.
- Maintain vandalism database.
- Plan, organize, and coordinate the supplies required from outside vendors for all sites setting up inventories and deliveries, receive calls from all site custodians if they are experiencing problems with deliveries or inventory and contact vendor for corrections.
- Assign, issue, and maintain inventory of school site master keys issued to substitute custodians and other authorized personnel.
- Serve as liaison between the director and manager, vendors, parents and other staff members.
- Requisition, receive, store and distribute supplies; prepare purchase orders for materials and supplies.
- Assist in the preparation of special projects and assignments as requested.
- Operate and perform minor maintenance on office machines, including copiers, calculators and computers.
- Perform related duties and responsibilities as required.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

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Chico Unified School District
Maintenance and Operations Coordinator

- Principles and practices of office management;
- Modern office practices, methods and equipment, including computer equipment;
- Principles of business letter writing;
- Principles and procedures of record keeping;
- Principles of lead supervision and training;
- Word processing methods, techniques and programs, including spreadsheet and database operations;
- Principles and practices of data collection and report preparation;
- Techniques used in public relations;
- Alphabetical, numerical and subject matter filing systems;
- Basic accounting and bookkeeping procedures;
- Basic mathematical principles;
- English usage, spelling, vocabulary, grammar and punctuation.

Skill to:

- Operate modern office equipment, including computer equipment;
- Type or operate a keyboard at a level proficient for successful job performance.

Ability to:

- Learn, interpret and apply the policies, procedures, laws and regulations pertaining to assigned programs and functions;
- Perform responsible and difficult office management, administrative, clerical and secretarial work involving the use of independent judgment and personal initiative;
- Understand the organization and operation of Maintenance and Operations Department and District as necessary to assume assigned responsibilities;
- Independently compose correspondence and memoranda;
- Compile and tabulate information and data and prepare summaries and reports;
- Maintain and prepare complex, extensive and confidential records and reports;
- Plan and organize work to meet schedules and timelines;
- Work effectively and efficiently under pressure with constant interruptions;
- Analyze situations carefully and adopt effective courses of action;
- Respond to requests and inquiries for information regarding District policies and procedures;
- Interact effectively and sensitively with individuals from diverse backgrounds;
- Meet and deal tactfully and effectively with the public;
- Exercise good judgment, flexibility, creativity and sensitivity in response to changing situations and needs;
- Communicate clearly and concisely, both orally and in writing;
- Establish, maintain and foster positive and harmonious working relationships with those contacted in the course of work.

EXPERIENCE, EDUCATION, AND TRAINING GUIDELINES

Any combination equivalent to experience and training that would provide the required knowledge, skills and abilities would be qualifying. A typical way to obtain the knowledge, skills and abilities would be:

Experience:

- Two (2) years of responsible secretarial and clerical support experience which included decision making responsibilities and exercising of independent judgment.
- Experience in a school district maintenance, operations and facilities is highly desirable.

Training:

- Equivalent to the completion of the twelfth grade supplemented by specialized training in office practices or a related field.

SPECIAL REQUIREMENTS

- Must pass the competency exam of the classification as designated by the Classified Human Resources Department.

PHYSICAL DEMANDS

Essential duties require the following physical skills and work environment:

- This type of work requires occasional or frequent standing, walking, sitting, and reaching for extended periods of time.
- Ability to work in a standard office environment.
- Ability to sit at a desk, conference table, or in meeting rooms of various configurations for extended periods of time.
- Facility to see and read, with or without vision aids, a computer screen and printed matter, and to distinguish colors.

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Chico Unified School District
Maintenance and Operations Coordinator

- Sufficient hearing to understand speech at normal room levels, and to hear and understand speech on the telephone.
- Manual dexterity to operate a telephone and enter data into a computer using both hands.
- Ability to speak in an understandable voice with sufficient volume to be heard in normal conversation and on the telephone.
- Ability to exert up to 20 pounds of force to lift, carry, push, pull, or otherwise move objects.
- Ability to work overtime on evenings and weekends, as needed.

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**CHICO UNIFIED SCHOOL DISTRICT
MAINTENANCE AND OPERATIONS SUPERVISOR**

DEFINITION

Under direction, to coordinate, supervise, and participate in the construction, repair, and maintenance of District facilities, grounds, systems, and equipment; to supervise custodial and / or maintenance employees; to inspect, review and evaluate the District maintenance, operations, and safety program functions and activities; to provide technical input concerning complex or unusual maintenance, operations and safety matters; to assist in determining priority of work orders, ordering stock, material, and supplies; and to do other related work as required.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

- Select, train, supervise, and evaluate the performance of custodial and / or maintenance staff, provide work direction and guidance to assigned employees in the Maintenance and Operations Department.
- Arrange in-service training programs for maintenance and operation personnel.
- Establish priorities, organize, schedule, coordinate, supervise and participate in the work functions of the maintenance, repair, construction, and facility cleaning operations including the District Summer Cleaning Program that includes gym floor refinishing.
- Arrange for substitutes for the Maintenance and Operations Department.
- Maintain a variety of records pertaining to the maintenance and operation process, which may include cost estimates as to time and material, labor forecasts, including solutions to improve the quality of service.
- Inspect and review maintenance work sites, school facilities and office buildings to ensure against safety hazards and improper preventative maintenance.
- Evaluate school facilities and office buildings, and determine repair and refurbishing and major cleaning needs.
- Review work orders and major project plans, and aid in the coordination of manpower resources and material allocations.
- Coordinate the purchasing, receiving, storing, inventorying, and delivery of supplies, materials and equipment.
- Review supply, material and equipment request and recommends acquisition of needed stock in order to maintain an appropriate maintenance and operation inventory.
- Assist with the development and administration of the annual department budget; assist with the expenditure control process.
- Confer with District and site personnel and others regarding facility cleanliness, maintenance, repair and construction projects, and serve as a liaison to vendors and contractors providing service to the District.
- Assist skilled craft and general maintenance and operation personnel in arriving at alternative solutions to unusual and unforeseen problems, issues and concerns.
- Establish schedules for ongoing preventive maintenance of facilities, grounds, and equipment to ensure against safety hazards and improper usage.
- Secure work area by locking doors, windows and gates and confirm that outside equipment and vehicles are secured and locked.
- Act as the District on-call weekend and evening representative.
- Drive a service vehicle to and from work sites.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

- Methods, techniques, supplies, materials and equipment utilized in school facility and building cleanliness, maintenance, repair and construction;
- Principles, methods and techniques of organization and supervision;

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- Legal mandates, policies, regulations and guidelines pertaining to the maintenance, repair, construction, and safety of school facilities, office buildings, grounds and equipment;
- Safe working methods and procedures.

Skill to:

- Safely operate a motor vehicle;
- Operate modern office equipment and related software applications.

Ability to:

- Interpret blueprints, plans, drawings, schematics and other data pertaining to the cleaning, maintenance, repair and construction of school facilities, office buildings and equipment;
- Maintain a comprehensive data management, storage and retrieval system;
- Effectively serve as a liaison to contractors and vendors performing District service;
- Accurately estimate cost of cleaning, maintenance, repair and construction of facilities;
- Communicate effectively in oral and written form;
- Understand and carry out oral and written directions with minimal accountability controls;
- Establish, maintain and foster positive and harmonious working relationships with those contacted in the course of work.

EXPERIENCE, EDUCATION, AND TRAINING GUIDELINES

Any combination of experience and training that would likely provide the required knowledge and skill is qualifying. A typical way to obtain the required knowledge and skill would be:

Experience:

- Four (4) years of experience supervising journeyman level craft areas pertaining to the cleaning, maintenance, repair and construction of school facilities, office buildings and equipment.

Education:

- Equivalent to the completion of the twelfth grade, supplemented by advanced training or coursework in one or more of the maintenance craft areas, operational safety, facility maintenance, organization and supervision, or a closely related area.

SPECIAL REQUIREMENTS

- Must pass the competency exam of the classification as designated by the Classified Human Resources Department.

License and Certificate Requirement:

- Possess and maintain an appropriate, valid driver's license and safe driving record.

Condition of Employment:

- Insurability by the District's liability insurance carrier.
- Must be at least 21 years of age.
- Possess and maintain proof of current automobile insurance.
- Use of personal or District vehicle to travel to multiple worksites and locations, as needed.

PHYSICAL DEMANDS

The physical requirements indicated below are examples of the physical aspects that this position classification must perform in carrying out essential job functions.

- Persons performing service in this position classification will exert 50 to 75 pounds of force frequently to lift, carry, push, pull, or otherwise move objects.
- This type of work may involve ascending and descending ladders, stairs, scaffolding, and ramps, and will involve walking or standing for extended periods.
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Chico Unified School District

Maintenance and Operations Supervisor

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dexterity to operate equipment and use hand tools, and handling and working with various materials and objects are important aspects of this job.

- Exposure to hot, cold, wet, humid, or windy conditions caused by weather may occasionally be experienced.
- Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the job.

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**CHICO UNIFIED SCHOOL DISTRICT
NETWORK ANALYST**

DEFINITION

Under direction, to perform a variety of technical duties involved in the design, installation, configuration and maintenance of local area and wide area networks; to operate and maintain computer and peripheral equipment; and to troubleshoot and resolve problems with computer and peripheral equipment.

SUPERVISION EXERCISED

May exercise technical and functional supervision over lower level staff.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

- Assist in the design of District local area and wide-area networks (WAN); install, configure and maintain network routes, bridges, wiring, and wireless access points (WAP); install and administer servers and systems; integrate new technologies that interface with network systems; install, troubleshoot and resolve problems with the network and network services.
- Manage email accounts and ensure security of the District email server.
- Manage and maintain the domain name service for District WAN.
- Oversee the development of the Internet Information Service.
- Assist in the preparation and implementation of the assigned budget for network and computer equipment projects.
- Operate and understand the operation of the District computer system and peripheral equipment.
- Observe equipment for proper operation; monitor computer systems for optimum user and job utilization; take corrective action as necessary; produce reports, documents and other output.
- Perform system configuration backups on network equipment and systems.
- Administer and implement network and computer security systems; establish and enforce District server standards and protocols.
- Respond to remote site equipment problems; determine which equipment link is not functioning properly.
- Train and assist users in the implementation of new or changed online remote equipment; provide training and assist users in email and other network services.
- Administer Directory Services, manage group policy, accounts, and permissions.
- Perform personal computer software/hardware installation and troubleshooting as assigned.
- Attend and participate in staff meetings and in-service activities; attend workshops, conferences and classes to increase professional knowledge; stay abreast of new technologies and software.
- Assist and oversee special projects; and perform related duties and responsibilities as assigned.

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JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

- Principles and practices used in the design, configuration, installation and maintenance of computer networking equipment, including servers, switches, routers, bridges, cabling, interface cards and repeaters.
- Data processing operations, services and technology.
- Capabilities, capacities, limitations and interrelated uses of computers and peripheral equipment.
- Computer operating systems and utility programs.
- Proper use and operation of software and system applications.
- Principles and practices used in the set up and administration of multi-user systems.
- Recent developments, current literature and sources of information regarding computer systems.
- Principles and practices used in training staff.
- Modern office practices, methods and computer systems.
- Principles and procedures of record keeping and reporting.
- Mathematical principles.
- District policies pertinent to scope of responsibility, including safety practices and procedures.

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- Safe driving principles and practices.

Skill to:

- Operate a variety of highly technical computer equipment and related peripheral equipment.
- Operate modern office equipment.
- Type or operate a keyboard at a level proficient for successful job performance.
- Safely operate a motor vehicle.

Ability to:

- Learn new software products with and without formal training.
- Train and instruct staff in the use of computer applications, current or new systems and devices, email and network services.
- Independently set up and operate computer systems and peripheral equipment.
- Install and troubleshoot computer software and hardware.
- Identify, troubleshoot and resolve equipment link problems relating to telephone lines, cables, switches, routers and network systems.
- Understand the organization and operation of the assigned office and the District in order to assume assigned responsibilities.
- Read, interpret and apply concepts found in complex technical publications, manuals and other documents.
- Prepare and maintain accurate and complete records.
- Prepare clear and concise reports.
- Perform accurate mathematical computations quickly.
- Respond to requests and inquiries from the general public.
- Communicate clearly and concisely, both orally and in writing.
- Establish, maintain and foster positive and harmonious working relationships with those contacted in the course of work.

EXPERIENCE, EDUCATION, AND TRAINING GUIDELINES

Any combination equivalent to experience and training that would provide the required knowledge, skills and abilities would be qualifying. A typical way to obtain the knowledge, skills and abilities would be:

Experience:

- Four (4) years of experience in computer operations and networking.

Education:

- College level coursework or specialized training in computer science, management information systems, or a related field.

Training:

- The ability to read and write at a level necessary for successful job performance.

SPECIAL REQUIREMENTS

- Must pass the competency exam of the classification as designated by the Classified Human Resources Department.

License and Certificate Requirement:

- Possess and maintain an appropriate, valid driver's license and safe driving record.

Conditions of Employment:

- Possess and maintain proof of current automobile insurance.
- Use of personal or District vehicle to travel to multiple work sites and locations.
- Insurability by the District's liability insurance carrier.
- Must be at least 25 years of age.

PHYSICAL DEMANDS

Essential duties require the following physical skills and work environment:

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Chico Unified School District
Network Analyst

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- Please refer to the Job Analysis.

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**CHICO UNIFIED SCHOOL DISTRICT
NUTRITION SERVICES AREA COORDINATOR**

DEFINITION

Under direction of the Director-Nutrition Services, oversee, plan organize, train, coordinate, and direct the food production, distribution, and serving of food. Responsible for cooking, preparing, and serving food, maintaining clean and sanitary kitchen and food service areas; and to perform a variety of technical tasks. Responsible for the coordination and direction of nutritional services activities for internal and external customers.

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SUPERVISION EXERCISED

Oversees, assists with training, and directs the work of Nutrition Services staff.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

- Provide excellent customer service by establishing positive relationships with District personnel, agencies, representatives from external organizations, the community and others; respond to phone calls, e-mails, letters, and other communication. Inform, assist and educate above mentioned groups on wellness and competitive food sales.
- Plan, prioritize, assign, and direct the work of staff responsible for providing food service activities and services, including cooking, preparing, and serving food and maintaining clean and sanitary kitchen and food service areas.
- Oversee, plan, organize, coordinate, and direct the food production, distribution, and serving at District sites and other events.
- Assist in the quality and cost control of the District's nutrition services program.
- Train assigned employees and direct the work of assigned staff.
- Participate in the interview and selection of new employees.
- Make recommendations concerning the operations of nutrition services.
- Prepare and maintain a variety of records; prepare various reports on operations; responsible for accurate meal claim reporting and the monitoring of nutrition service expenses and other financial data.
- Plan and select menus, and determine quantities of food to be produced for serving locations; determine food and supplies requirements, and exercise control over distribution and inventories. Oversee and evaluate the planning, organization, and coordination of timely preparation of food for multiple food service programs.
- Recommend and assist in the implementation of department goals and objectives; establish schedules and methods for providing food service needs and activities; implement policies and procedures.
- Respond to student and school staff inquiries in a courteous manner; provide information within the area of assignment; resolve complaints in an efficient and timely manner.
- Direct and perform major cooking tasks involved in preparing and catering meals in accordance with prepared menus.
- Participate in menu and facility planning and equipment specifications.
- Order and prepare food to meet menu requirements; arrange for the proper storage of food and supplies; complete inventories as needed.
- Check bills on food items to ensure accuracy.
- Maintain and ensure adherence to standards of efficiency and sanitation in food preparation.
- Perform the full range of food service duties.
- Prepare and maintain budgets.
- Create efficient/effective staffing models that meet the menu requirements and create an appropriate cost allocation for the items being served.
- Prepare catering contracts and supply invoicing for events.
- Create new sales opportunities for the District.
- Develop an excellent working and professional relationship with students, parents, District staff and public sector clients.
- Design, cost and organize school catering functions.
- Perform related duties and responsibilities as assigned.

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Chico Unified School District
Nutrition Services Area Coordinator

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JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

- Operations, services and activities of a food service program;
- Principles of supervision and training;
- Procedures, methods and techniques of cooking, preparing and serving food and maintaining a clean and sanitary kitchen and food service area;
- Principles, practices and procedures of proper sanitation and cleaning applicable to food serving and kitchen maintenance;
- Pertinent federal, state and local laws, codes and regulations;
- Use, care and operational characteristics of modern institutional kitchen utensils, appliances and equipment;
- Occupational hazards and standard safety practices necessary in food preparation and service;
- Basic principles, methods and techniques of inventory maintenance;
- Procedures and methods of food and supply ordering;
- Basic mathematical principles;
- Use and operation of weighing and measuring devices;
- Proper food handling and storage practices and procedures;
- Modern office practices, methods and equipment;
- Principles and procedures of record keeping and reporting.

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Skill to:

- Operate a variety of modern institutional kitchen tools, appliances and equipment in a safe and effective manner;
- Operate modern office equipment;
- Type or operate a keyboard at a level proficient for successful job performance.

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Ability to:

- Write and calculate the cost of menus;
- Plan, coordinate, oversee, and operate small and large-scale catering events;
- Supervise, organize and direct the work of nutrition services personnel;
- Supervise and train staff;
- Work independently in the absence of supervision;
- Exercise sound judgment, flexibility, and creativity in response to changing situations and needs;
- Perform the full range of food preparation and serving duties;
- Establish and adhere to an efficient schedule in the preparation and serving of food;
- Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals;
- Interpret and apply the policies, procedures, laws, codes and regulations pertaining to assigned programs and functions;
- Apply and maintain high standards of sanitation and personal hygiene;
- Handle money and make change;
- Perform mathematical computations quickly and accurately;
- Prepare and maintain accurate and complete records;
- Prepare clear and concise reports;
- Respond to requests and inquiries from students and District staff;
- Communicate professionally and effectively both verbally and electronically;
- Establish, maintain and foster positive and harmonious working relationships with those contacted in the course of work.

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EXPERIENCE, EDUCATION, AND TRAINING GUIDELINES

Any combination equivalent to experience and training that would provide the required knowledge, skills and abilities would be qualifying. A typical way to obtain the knowledge, skills and abilities would be:

Experience:

- Four (4) years responsible food service experience including some supervisory experience or an associate degree with concentration in food service management.
- Four (4) years catering or restaurant experience, including one (1) year direct catering sales in a high-volume capacity or retail sales.
- Experience modifying recipes when ingredients are missing or an adjustment has to be made to an existing recipe to accommodate a specific dietary need, taste, or quality attribute such as consistency.
- One (1) year experience managing multiple crews at multiple sites, including experience working under pressure within a food business. For example, experience as line cook, quick order or short order cook.
- One (1) year experience demonstrating the ability to create healthy alternatives to existing menus for clients.
- Working knowledge of food ingredients and their nutritional value.
- One (1) year of experience researching products and finding quality low-cost sellers.
- One (1) year experience ordering food, equipment, and linens.
- One (1) year of recipe cost and development experience to include a wide variety of ethnic foods, as well as knowledge of different proteins such as meat, fish, and poultry.
- One (1) year experience in research and development of nutritious foods such as salads, entrees, and bakery goods.

Training:

- Equivalent to the completion of the twelfth grade supplemented by specialized training or course work in food preparation, food service management, child nutrition or a related field.

SPECIAL REQUIREMENTS

- Must pass the competency exam of the classification as designated by the Classified Human Resources Department.

License and Certificate Requirement:

- Ability to obtain and maintain certification for ServSafe by the end of the 5th month of employment.

PHYSICAL DEMANDS

Essential duties require the following physical skills and work environment:

- Ability to sit, stand, walk, kneel, crouch, stoop, squat, twist and lift 50 lbs.; exposure to cold, heat, noise, outdoors, mechanical hazards and electrical hazards.

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**CHICO UNIFIED SCHOOL DISTRICT
NUTRITION SERVICES PURCHASING WAREHOUSE COORDINATOR**

DEFINITION

Under the direction of the Director-Nutrition Services, this position assists in planning, organizing, and coordinating an efficient, effective purchasing, inventory and distribution system; maintains internal and external departmental controls and communications; receives, stores and issues equipment and supplies; make deliveries and works in warehouse as needed.

SUPERVISION EXERCISED – Works independently according to established policies, procedures, and accepted departmental practices, coordinates technical and functional direction over delivery/warehouse workers and staff.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

- Fulfill all areas of delivery worker job description and duties as needed.
- Evaluate schedules, meet deadlines, and assist delivery staff with deadlines.
- Assist, monitor, and coordinate delivery workers and routes for maximum efficiency.
- Ensure security of the warehouse and report any problems to the supervisor.
- Perform a variety of functions in purchasing, including maintaining contact with vendors, processing purchasing requisitions and receiving incoming goods.
- Post, receiving and shipping to perpetual warehouse inventory system; balance perpetual to physical inventories and report discrepancies; schedule and direct physical inventories; responsible for reporting and valuing losses; maintain inventory system with daily accuracy.
- Participate and assist in coordinating the warehouse activities, interface with the office and train staff.
- Perform a full range of office duties related to warehouse management, inventory control, commodity utilization, bids and request for proposals; type and assembles reports including, but not limited to, delivery calendars and master order guides/reports.
- Perform general clerical duties, including filing and record keeping; operate a variety of office machines including, but not limited to, computers, copiers, calculators, fax machine, and other communication devices.
- Understand, retain, and carry out verbal and written instructions, policies and procedures in an independent manner.
- Communicate clearly and concisely, both orally and in writing.
- Communicate with kitchen site managers about product requisitions, inventory levels, and all other inquiries.
- Receive, analyze and coordinate completion of requisitions.
- Responsible for coordinating the bid process, assist in preparing specifications; prepare packets; advertise bids; open bid quotes.
- Check items received against purchase orders and invoices for conformity; note and report shortages, damages and other discrepancies; assist delivery workers to adhere to established practices.
- Establish quantities of stock to be on hand; minimize over and under stocks; prepare backorders and orders; work within federal, state and District quote, bid, and purchasing guidelines; maintains all records.
- Label equipment for identification; maintain records of labeled equipment cross-referencing with purchase orders.
- Monitor and track assigned equipment and supplies, assuring proper distribution to sites.
- Purchase of food and non-food supplies for reimbursable meals and activities, including but not limited to barbecues, pizza parties, field trips, and environmental camps.
- Establish, maintain and foster positive and harmonious working relationships with those contacted in the course of work.
- Coordinate and communicate with Director on issues related to the Nutritional Services Department.
- Perform related duties and responsibilities as assigned.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

- Computerized point-of-sale programs;
- Food service policies and procedures related to use, care and maintenance of equipment, occupational hazards and safety practices, food storage and preparation, sanitation and cleaning requirements, and efficiency in high volume food service production;
- Supplies, commodities and services commonly used in the school food service and school environment;
- Occupational hazards and standard safety practices used in warehouse and delivery vehicles;
- Principles and procedures of record keeping;
- Basic mathematical principles.

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Chico Unified School District
Nutrition Services Purchasing Warehouse Coordinator

Skill to:

- Operate modern office equipment including computer equipment and routing scheduling systems;
- Type or operate a keyboard at a level proficient for successful job performance;
- Operate forklifts, pallet jacks and other standard warehouse equipment efficiently and safely;
- Perform principles and practices involved in inventory taking and maintenance;
- Perform procedures and functions of requisitions, storage and delivery;
- Safely operate a motor vehicle.

Ability to:

- Attend workshops, conferences and classes to increase professional knowledge and stay abreast of new food service technologies, trends and computer software;
- Utilize various computer software programs such as, but not limited to, Microsoft Office Suite;
- Perform mathematical computations quickly and accurately;
- Obtain and retain knowledge of California Uniform Retail Operations Codes and other pertinent federal, state, local laws, codes and regulations;
- Coordinate, and train the work of assigned Nutrition Services personnel;
- Operate computerized point-of-sale at school sites; handle money and make change;
- Multitask in a distracting environment;
- Maintain stock inventory control records and fill orders accurately from requisitions;
- Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals;
- Apply and maintain high standards of sanitation and personal hygiene;
- Respond to requests and inquiries from students, staff and public;
- Perform the full range of food preparation and serving duties;
- Establish and adhere to an efficient schedule in the preparation and serving of food.

EXPERIENCE, EDUCATION, AND TRAINING GUIDELINES

Any combination equivalent to experience and training that would provide the required knowledge, skills and abilities would be qualifying. A typical way to obtain the knowledge, skills, and abilities would be:

Experience:

A minimum of four (4) years of successful experience in any combination of the following:

- Two (2) years as a purchasing agent, buyer, and/or warehouse person, or
- Two (2) years in a related nutrition services field in areas such as warehousing, buying or delivery, or
- Two (2) years of responsible delivery experience in a large-scale warehouse delivery operation.

Education:

- The ability to read and write at a level necessary for successful job performance.

SPECIAL REQUIREMENTS

- Must pass the competency exam of the classification as designated by the Classified Human Resources Department.

License and Certificate Requirement:

- Possess and maintain an appropriate, valid driver's license and safe driving record.
- Possess and maintain certification in Food Sanitation and Safety by the end of the 5th month of employment.
- Possess and maintain certification for forklift operation by the end of the 5th month of employment.
- Possess and maintain certification for ServSafe by the end of the 5th month of employment.

Conditions of Employment:

- Possess and maintain proof of current automobile insurance.
- Use of personal or District vehicle to travel to multiple worksites and locations, as needed.
- Insurability of the District's liability insurance carrier.
- Must be at least 21 years of age.

PHYSICAL DEMANDS

Essential duties require the following physical skills and work environment:

- Ability to sit, stand, walk, kneel, crouch, stoop, squat, twist and lift 50 lbs.; exposure to cold, heat, noise, outdoors, mechanical hazards and electrical hazards.

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Chico Unified School District
Nutrition Services Purchasing Warehouse Coordinator

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PC - June 2007, July 2012, August 2019, October 2021, April 2024

**CHICO UNIFIED SCHOOL DISTRICT
NUTRITION SERVICES SUPERVISOR**

DEFINITION

Under direction of the Director-Nutrition Services, supervise, plan, organize, train, coordinate, and direct the food production, distribution, and serving of food. Responsible for cooking, preparing, and serving food, maintaining clean and sanitary kitchen and food service areas; and to perform a variety of technical tasks. Responsible for the coordination and direction of nutritional services activities for internal and external customers.

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SUPERVISION EXERCISED

Supervises, trains, and directs the work of Nutrition Services staff.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

- Plan, prioritize, assign, and direct the work of staff responsible for providing food service activities and services, including cooking, preparing, and serving food and maintaining clean and sanitary kitchen and food service areas.
- Supervise, plan, organize, coordinate, and direct the food production, distribution, and serving at sites.
- Participate in the interview and selection of new employees.
- Train assigned employees and direct the work of assigned staff.
- Supervise and evaluate the work performance of Nutrition Services staff.
- Implement operations changes of the Nutrition Services Department.
- Assist in the quality and cost control of the District's nutrition service program.
- Coordinate the Workers Compensation program for the Nutrition Services Department.
- Accurately prepare and maintain a variety of records and reports such as meal claim reporting, the monitoring of nutrition service expenses, and other financial data.
- Prepare and maintain budgets; review invoices to ensure accuracy.
- Plan and select menus, and determine quantities of food to be produced for serving locations; determine food and supplies requirements, and exercise control over distribution and inventories.
- Oversee and evaluate the planning, organization, and coordination of timely preparation of food for multiple food service programs.
- Recommend and assist in the implementation of department goals and objectives; establish schedules and methods for providing food service services and activities; implement policies and procedures.
- Provide excellent customer service by establishing positive relationships with District personnel, representatives of external organizations, and community members; respond to phone calls, e-mails, letters, and other communication.
- Inform, assist, and educate District personnel, community members, and representatives of external organizations on wellness and competitive food sales.
- Respond to student and school staff inquiries in a courteous manner; provide information within the area of assignment; resolve complaints in an efficient and timely manner.
- Develop an excellent working and professional relationship with students, parents, District staff and public sector clients.
- Assist staff by directing and performing major cooking tasks involved in preparing and catering meals in accordance with prepared menus.
- Participate in menu and facility planning and equipment specifications.
- Order and prepare food to meet menu requirements; arrange for the proper storage of food and supplies; complete inventories as needed.
- Maintain and ensure adherence to standards of efficiency and sanitation in food preparation.
- Perform the full range of food service duties.
- Create efficient/effective staffing models that meet the menu requirements and create an appropriate cost allocation for the items being served.
- Prepare catering contracts and supply invoicing for events.
- Design, cost and organize school catering functions.
- Create new sales opportunities for the District.
- Perform related duties and responsibilities as assigned.

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JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

- Food ingredients and their nutritional value;
- Operations, services and activities of a food service program;
- Principles of supervision and training;
- Procedures, methods and techniques of cooking, preparing and serving food and maintaining a clean and sanitary kitchen and food service area;
- Pertinent federal, state and local laws, codes and regulations;
- Use, care and operational characteristics of modern institutional kitchen utensils, appliances and equipment;
- Occupational hazards and standard safety practices necessary in food preparation and service;
- Basic principles, methods and procedures of inventory maintenance;
- Basic mathematical principles;
- Use and operation of weighing and measuring devices;
- Proper food handling and storage practices and procedures;
- Modern office practices, methods and equipment.

Skill to:

- Operate a variety of modern institutional kitchen tools, appliances, and equipment in a safe and effective manner;
- Successfully utilize a point of sale system and inventory management system;
- Utilize computer equipment and software needed in the operation of the nutrition services program;
- Operate modern office equipment;
- Type or operate a keyboard at a level proficient for successful job performance;
- Modify recipes when ingredients are missing or an adjustment has to be made to an existing recipe to accommodate a specific dietary need, taste, or quality attribute such as consistency;
- Perform the full range of food preparation and serving duties;
- Perform mathematical computations quickly and accurately;
- Safely operate a motor vehicle.

Ability to:

- Write and calculate the cost of menus;
- Plan, coordinate, oversee, and operate small and large-scale catering events;
- Work independently in the absence of supervision;
- Exercise sound judgment, flexibility, and creativity in response to changing situations and needs;
- Establish and adhere to an efficient schedule in the preparation and serving of food;
- Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals;
- Interpret and apply the policies, procedures, laws, codes and regulations pertaining to assigned programs and functions;
- Apply and maintain high standards of sanitation and personal hygiene;
- Communicate professionally and effectively both verbally and electronically;
- Establish, maintain and foster positive and harmonious working relationships with those contacted in the course of work.

EXPERIENCE, EDUCATION, AND TRAINING GUIDELINES

Any combination equivalent to experience and training that would provide the required knowledge, skills and abilities would be qualifying. A typical way to obtain the knowledge, skills and abilities would be:

Experience:

- Five (5) years of responsible food service experience including some supervisory experience;
- Four (4) years of catering or restaurant experience, including one (1) year direct catering sales in a high volume capacity or retail sales.
- Three (3) years of experience managing multiple crews at multiple sites including experience working under pressure within a food business, for example: line cook, quick order or short order cook.
- One (1) year of experience demonstrating the ability to create healthy alternatives to existing menus for clients.
- Three (3) years of experience researching products and finding quality low-cost sellers.

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- Three (3) years of experience ordering food, equipment, and linens.
- Three (3) years of recipe cost and development experience to include a wide variety of ethnic foods, as well as knowledge of different proteins such as meat, fish, poultry.
- Three (3) years of experience in research and development of nutritious foods such as salads, entrees, and bakery goods.

Education:

- Associate degree with concentration in food service management preferred.

Training:

- Specialized training or course work in food preparation, food service management, child nutrition or a related field.

SPECIAL REQUIREMENTS

- Must pass the competency exam of the classification as designated by the Classified Human Resources Department.

License and Certificate Requirement:

- Possess and maintain an appropriate, valid driver's license and safe driving record.
- Possess and maintain a valid ServSafe certification by the 5th month of employment.

Conditions of Employment:

- Possess and maintain proof of current automobile insurance.
- Use of personal or District vehicle to travel to multiple worksites and locations, as needed.
- Insurability by the District's liability insurance carrier.
- Must be at least 21 years of age.

Special Requirements:

Essential duties require the following physical skills and work environment:

- Ability to sit, stand, walk, kneel, crouch, stoop, squat, twist and lift 50 lbs.; exposure to cold, heat, noise, outdoors, mechanical hazards and electrical hazards.

PC October 2012, February 2013, July 2018, April 2024

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CHICO UNIFIED SCHOOL DISTRICT
NUTRITION SPECIALIST

DEFINITION

Under the direct supervision of the Director of Nutrition Services, develops, implements, and supervises nutrition related department activities including the development of standardized recipes, menu planning, meal production, nutrition education, staff development and training; manages responsibilities that are delegated, and ensures that established standards and procedures are followed.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

- Plan, coordinate, implement, and oversee the District's nutrition education and wellness program and policy.
- Assist the Director in the planning and procurement of quality food products to be used in the production of the National School Lunch, Breakfast and other meal programs.
- Assist in developing a District nutrition policy and implement other requirements as defined in the Child Nutrition Reauthorization Act of 2004.
- Assist with monitoring sites for adherence to food sanitation practices, safety practices, and hazard analysis and critical control points according to federal, state, and local regulations.
- Develop and ensure Districtwide production of and adherence to standardized recipes.
- Evaluate and develop the nutritional content of all recipes in compliance with state and federal nutritional guidelines.
- Under supervision of the Director, and working closely with the Director, responsible for Districtwide menu planning.
- Design, implement and review the menu production worksheets at each site for accuracy. Supervise staff in this area to ensure compliance with regulations.
- Regularly visit sites and review processes and procedures related to the production of meals to assure compliance with state and federal regulations.
- Make recommendations for standardizing production practices for efficiency, work simplification, and to meet financial standards for the department.
- Assist with implementing process changes and site monitoring per state and federal regulations; responsible for supervising staff for standardization of operation practices.
- Make recommendations for centralizing work production and operations, and supervises implementation of both.
- Supervise and evaluate the work performance of Nutrition Services staff.
- May assist the Director in planning, coordinating and implementing a comprehensive training program, covering all areas of food handling, food production, cash controls, raw inventory use and transport, meal transport, meal temperature control, sanitation, safety and nutrition.
- In the absence of the Director, will chair both the secondary and elementary monthly cafeteria managers meeting.
- Plan, prepare and disseminate nutrition information to students, staff, parents, and community.
- Meet with principals, school staff, and parent groups to enhance communication, provide information on services available, and develop program support.
- Assist with site project activities.
- Assist the Director in coordinating marketing activities.
- Assist in development of grants related to nutrition education programs.
- Prepare and distribute newsletters, articles, and reports.
- Keep various reports and records.
- Assist with position control and staffing ratio development and standards; make recommendations to align standards with financial expectations.
- Specifically provide inventory, ordering and meal production training and technical assistance to sites on a regular basis.
- Assist with implementation of, and training for, computerized processes for efficiency of food orders, requisitions of equipment, food and supplies to sites, inventory, nutritional analysis, and point of sale.
- Attend professional growth workshops, classes, conferences and trainings as required to remain current on program regulations.
- In the absence of the Director or at the direction of the Director, assume supervisory responsibilities of the Director.
- Perform other duties as assigned.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

- Requirements of National School Lunch, Breakfast and Snack Programs;
- Principles of supervision, training and motivation;
- Principals of food production, safety and sanitation;
- Therapeutic diets;

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Chico Unified School District
Nutrition Specialist

- Dietary guidelines, basic nutrition, food pyramid, and menu planning.
- Principles of marketing to children and adults.
- General knowledge of computer functions and operation with an emphasis on nutrient standard menu planning.

Skill to:

- Operate modern office equipment.
- Utilize computer equipment and software needed in the operation of the nutrition services program.
- Develop methods of marketing to children and adults.
- Safely operate a motor vehicle.

Ability to:

- Work with and instruct children of all ages in a professional manner.
- Work with, motivate, and instruct adults in a professional manner.
- Assist staff with kitchen assignments.
- Coordinate and work cooperatively with those contacted in the course of work, including administrators, staff, teachers, students, parents and the general public.
- Apply professional knowledge and ability to develop and implement District nutrition-related activities.
- Analyze and assess impact of proposed and established legislation for impact on nutrition services and to make recommendations for amendments.
- Complete required local, state, and federal training/certification programs.

EXPERIENCE, EDUCATION, AND TRAINING GUIDELINES

Any combination equivalent to experience and training that would provide the required knowledge, skills, and abilities would be qualifying. A typical way to obtain the knowledge, skills, and abilities would be:

Experience:

- Three (3) years of progressive supervisory work experience in quantity school food service operations, or equivalent.
- Four (4) years of responsible experience coordinating and implementing a comprehensive food service program, including nutrition education, is required.
- Four (4) years of multi-unit management experience is preferred.

Education:

- Graduate of an accredited Bachelor of Science program in Dietetics/Nutrition or Food Management is required.

SPECIAL REQUIREMENTS

- Must pass the competency exam of the classification as designated by the Classified Human Resources Department.

License and Certification Requirement:

- Possess and maintain an appropriate, valid driver's license and safe driving record.
- Possess and maintain a valid ServSafe certification by the 5th month of employment.
- Membership in the National and State School Nutrition Associations.
- Completion of an American Dietetic Association approved internship and R.D. eligible is desirable.

Conditions of Employment:

- Possess and maintain proof of current automobile insurance.
- Use of personal or District vehicle to travel to multiple worksites and locations, as needed.
- Insurability by the District's liability insurance carrier.
- Must be at least 21 years of age.

PHYSICAL DEMANDS

Essential duties require the following physical skills and work environment:

- This type of work requires occasional or frequent standing, walking, sitting, and reaching for extended periods of time.
- Ability to work in a standard office environment.
- Ability to sit at a desk, conference table, or in meeting rooms of various configurations for extended periods of time.
- Facility to see and read, with or without vision aids, a computer screen and printed matter, and to distinguish colors.
- Sufficient hearing to understand speech at normal room levels, and to hear and understand speech on the telephone.
- Manual dexterity to operate a telephone and enter data into a computer using both hands.

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- Ability to speak in an understandable voice with sufficient volume to be heard in normal conversation, on the telephone, and addressing groups.
- Ability to exert up to 20 pounds of force to lift, carry, push, pull, or otherwise move objects.