



# School District of the City of Pontiac

Darryl Segars, General Counsel

## MEMORANDUM OF UNDERSTANDING BETWEEN THE FOOD SERVICE WORKERS UNION (LOCAL 719) AND PONTIAC SCHOOL DISTRICT

November 29, 2017

This MOU is being executed to memorialize the following agreements between Pontiac School District (PSD) and Local 719 (hereinafter collectively referred to as "the Parties"):

1. The Parties agree to combine the positions of Cook and Group Leader into a singular position which will be titled Cook, which will have the job description attached hereto as Exhibit A.
2. Local 719 members are required to adhere to the work standards and follow the processes of PSD's Food Service Management Company (FSMC).
3. The Parties agree that Local 719 members will be allowed to cross-train for a period not to exceed 10 consecutive work days, and during the cross-training period, any employee being trained will be paid at a rate not to exceed the rate of pay for the position of Cook provided that the Local 719 member trains for 10 consecutive work days. A helper paid pursuant to this paragraph will be paid no more than a cook on his/her same step. If any Local 719 member wishes to be cross-trained, they must submit a formal written request to the Director of Food Services.
4. Local 719 members holding the position of "Helper" shall receive a \$1.00/hour increase in pay, effective retroactively to 10/1/2017.
5. Local 719 members holding the position of "Cook" shall receive a \$1.75/hour increase in pay, effective retroactively to 10/1/2017.
6. Local 719 acknowledges that beginning with the 2017/2018 Fiscal Year, all of its members received a 1.5% increase in pay.
7. Each Local 719 member shall receive one (1) bereavement day per school year, provided that the member can provide the PSD Director of Food Services and the PSD Human Resources Department documentary proof that the person who died is the member's parent, sibling, spouse or child.
8. The Parties agree that Local 719 Members shall receive Memorial Day as a paid holiday.
9. The Parties agree that Local 719 Members shall receive Vision Insurance coverage.
10. The parties further acknowledge that the terms set forth herein do not, in any way, constitute an extension of the Collective Bargaining Agreement or the ratification of a new Collective Bargaining Agreement as between PSD and Local 719. Furthermore, the Parties understand and agree that there is no Collective Bargaining Agreement currently in place as between PSD and Local 719. PSD is currently under a September 18, 2013 Consent Agreement with the State of Michigan pursuant to Public Act 436 and by virtue of the Consent Agreement the District is not under any obligation to collectively bargain with Local 719. PSD and Local 719 understand and agree that if PSD opts to follow the aforementioned agreements set forth herein, or any other language set forth in the expired Collective Bargaining Agreement, PSD does so only as a gesture of good will toward Local 719 and not because it has any legal or contractual obligation to do so.

AFSCME Representative

Date

PSD Superintendent

Date



# School District of the City of Pontiac

Human Resources Office | Carmen White, Director

EXHIBIT A

## **OFFICE OF HUMAN RESOURCES – VACANCY ANNOUNCEMENT**

**Position:** Cook  
**Reports To:** Director of Food Service  
**Compensation:** Based on Local 719 Food Service Agreement  
**Posting Date:** Until Filled

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### **PROGRAM DESCRIPTION:**

Prepare food to be served to students and staff and monitor food supply during the serving time. Understand the school lunch meal patterns and work to assure all students receive their required amount of food.

### **QUALIFICATIONS:**

- Valid high school diploma or equivalent.
- Ability to count and process large sums of money.
- Experience in a multi-racial school or community.

### **DUTIES AND RESPONSIBILITIES:**

- Practice and understand basic food preparation techniques.
- Practice and understand sanitation principles and techniques when cooking, cleaning, and care of equipment.
- Understand the school lunch meal patterns and work to assure all students receive their required amount.
- Follow the Food Service Director's instructions in producing and serving food.
- Maintain required forms and records as assigned by the Director.
- Advise the Food Service Director on food and supply acceptability and quantity.
- Understand all jobs of the Helpers and be able to perform them as needed.
- Demonstrate an ability to work and communicate with all co-workers, students, and the school community.
- Practice acceptable personal appearance and hygiene.
- Secure kitchen at end of the day.
- Communicate with immediate supervisor and/or Principal regarding day-to-day concerns or problems.
- Account for all student lunch records.
- Complete daily deposits.
- Order food from vendors as directed by Food Service Director.
- Attend trainings as mandated by District.
- Perform other related duties as assigned.

### **KNOWLEDGE, SKILLS, AND ABILITIES**

- Demonstrated ability to work tactfully, cooperatively, and effectively with people.
- Able to interpret oral and written instructions.
- Able to drive and use own transportation when needed.
- Ability to function effectively with minimal direct supervision.



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## **PHYSICAL ACTIVITIES/REQUIREMENTS:**

Physical activities include lifting and carrying materials, walking, stooping, kneeling, talking, hearing, and observing.

## **INTERESTED CANDIDATES SHOULD APPLY:**

The position will remain posted until filled.

<https://oakland.k12.mi.us/employment/jobpostings/pages/default.aspx>

Click "View all Open Positions in OHRC Districts"

Click "Broken Down by District", Click "Pontiac Schools"

Click on Desired Position and on the "Apply" button in the upper right corner and follow

The City of Pontiac School District is an Equal Opportunity Employer. Position is subject to City of Pontiac School District policy, rules, and regulations An Equal Opportunity/Affirmative Action Employer It is the policy of the School District of the City of Pontiac that no person shall on the basis of race, religion, color, national origin, sex, age or disability be excluded from participation and be denied the benefits, or be subjected to discrimination under program or activity and in employment, further the School District of the City of Pontiac Board of Education strictly adheres to the provision of Title VI of the Civil Rights Acts of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973 and all Michigan Department of Education policies and regulations prohibiting discrimination.