

**MEMORANDUM OF UNDERSTANDING
SUMMER FOOD SERVICE PROGRAM (SFSP) ~~2017~~ 2018**

The District School Board of Pasco County and the United School Employees of Pasco mutually agree to the following provisions in order to implement the United States Department of Agriculture (USDA) Summer Food Service Program (SFSP) for summer ~~2017~~ 2018. This program provides meals to Extended School Year sites, PLACE Program sites, as well as other school and community-based summer programs. Due to the variety of programs being serviced, considerable flexibility will be required. Therefore, the parties agree to the following:

- a. Assignment to the Summer Food Service Program is voluntary.
- b. The district's Food and Nutrition Services (FNS) will provide notices relative to the SFSP dates on or about March ~~10~~ 2, ~~2017~~ 2018.
- c. Each employee having an interest in working in the SFSP will submit his/her intent to the district's Food and Nutrition Services Department by March ~~31~~ 15, ~~2017~~ 2018.
- d. Tentative job openings will be announced on or about March ~~10~~ 2, ~~2017~~ 2018.
- e. Job openings will be advertised by geographical region. Applicants may select one or more regions and will be placed according to need.
- f. When it is judged that professional qualifications and ability are substantially equal among applicants for the program to be offered, district seniority shall prevail.
- g. PLACE – for those schools that operate a PLACE program on Fridays during the summer months, FNS Employees will be expected to work those days and be compensated accordingly.

Program Dates:

- a. FNS Summer Assistant: (up to 100 positions anticipated)
Calendar: June ~~5~~ 4 through August ~~4~~ 3, ~~2017~~ 2018...up to 44 work days
Training Date: Approximately 4 hours – to be held in May, ~~2017~~ 2018. Employees will be notified of the training date and location when offers of employment are made.
Work Day: 3 - 6 hours / day (times to vary by location and need)
Days: Determined by location (up to 44 work days) Total Hours: Determined by need
- b. FNS Summer Production Assistant: (up to 25 positions anticipated)
Calendar: June ~~5~~ 4 through August ~~4~~ 3, ~~2017~~ 2018...up to 44 work days
Training Date: Approximately 4 hours – to be held in May, ~~2017~~ 2018. Employees will be notified of the training date and location when offers of employment are made.
Work Day: 5-7 hours / day (times to vary by location and need)
Days: Determined by location (up to 44 work days) Total Hours: Determined by need
- c. FNS Site Lead Level 1: (up to 40 positions anticipated)
Calendar: June ~~5~~ 4 through August ~~4~~ 3, ~~2017~~ 2018...up to 44 work days
Training Date: Approximately 4 hours – to be held in May, ~~2017~~ 2018. Employees will be notified of the training date and location when offers of employment are made.
Work Day: 7-8 hours / day (times to vary by location and need)
Days: Determined by location (up to 44 work days) Total Hours: Determined by need
- d. Employees will be provided with site-specific calendars and scheduled work hours. Employees will receive pay date schedule as a part of their required training.

Job Expectations:

FNS Summer Assistants

- a. Assist with large-scale food production following proper meal standards, written standardized recipes and instructions, and portion control methods.
- b. Transport food in district-owned full-size panel vans, maintain appropriate valid Florida driver's license for vehicle driven and approval in District School Board of Pasco County Safe Driver Plan (for certain positions).
- c. Observe and practice procedures for proper food safety and sanitation.
- d. Portion and serve food, restock the serving line during meal service, and record student participation totals.
- e. Clean and/or set up serving lines, point-of-sale stations, condiment stations, storage areas, work areas, kitchen equipment and tools, and FNS restroom.
- f. Wash dishes and utensils; assist with recycling and empty refuse as needed in the kitchen; clean kitchen floors.
- g. Use email for communication.

FNS Summer Production Assistant

- a. Understand federal, state and local program regulations; demonstrate knowledge of meal pattern requirements; assist with identifying food ingredients for students with special needs.
- b. Independent large-scale food production following proper meal standards, written standardized recipes and instructions, and portion control methods.
- c. Record menu items prepared, quantities of ingredients used, and leftovers on daily work production records, using mathematics to maintain required documentation.
- d. Practice safe handling in operating large-scale food production equipment and tools.
- e. Observe and practice procedures for proper food safety and sanitation.
- f. Portion and serve food, restock the serving line during meal service, and record student participation totals.
- g. Clean and/or set up serving lines, point-of-sale stations, condiment stations, storage areas, work areas, kitchen equipment and tools, and FNS restroom.
- h. Wash dishes and utensils; assist with recycling and empty refuse as needed in the kitchen; clean kitchen floors.
- i. Use email for communication.

FNS Summer Lead Level 1

- a. Understand federal, state and local program regulations; demonstrate knowledge of meal pattern requirements; assist with identifying food ingredients for students with special needs.
- b. Independent large-scale food production following proper meal standards, written standardized recipes and instructions, and portion control methods.
- c. Record menu items prepared, quantities of ingredients used, and leftovers on daily work production records, using mathematics to maintain required documentation.
- d. Practice safe handling in operating large-scale food production equipment and tools.
- e. Observe and practice procedures for proper food safety and sanitation.
- f. Portion and serve food, restock the serving line during meal service, and record student participation totals.
- g. Clean and/or set up serving lines, point-of-sale stations, condiment stations, storage areas, work areas, kitchen equipment and tools, and FNS restroom.
- h. Wash dishes and utensils; assist with recycling and empty refuse as needed in the kitchen; clean kitchen floors.
- i. Check out supplies from storeroom; assist with deliveries and inventory.
- j. Complete food orders and use email for communication.
- k. Completely daily, weekly, and monthly paperwork requirements.

Potential Reductions in Force (RIF) or Addition of FNS Summer Staff:

Since this program is funded separately from other district programs, relies upon the accessibility of district transport vehicles, and student participation is the sole factor in determining funding, there may be a need to reduce staff at a specific worksite in order to be cost effective. If student participation exceeds anticipated enrollment, there may be a need to add staff at a specific worksite. If reductions in staff are necessary, they will be conducted by program site, led by Food and Nutrition Services, and will be based upon seniority. If reductions in staff occur, the reduced employee will be offered a position at another site within their geographical preference, if available.

Sick Leave Accrual:

Employees will earn one (1) day of sick leave for working every 20 scheduled work days. The time earned will equal the length of the employee's scheduled work day, 3 - 8 hours. Should an employee complete this program and have the earned sick day remaining, that time shall be added to the employee's regular sick leave balance for use during the regular school year.

Pay Rate:

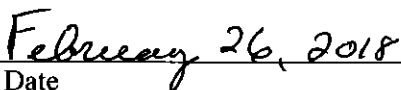
- a. FNS Summer Assistants will be paid an hourly rate of ~~\$10.19~~ \$10.42 for all hours worked.
- b. FNS Summer Production Assistants will be paid an hourly rate of ~~\$11.25~~ \$11.50 for all hours worked.
- c. FNS Summer Site Lead Level 1 will be paid an hourly rate of ~~\$12.01~~ \$12.28 for all hours worked.
- d. Substitute FNS Summer Assistants for this program are subject to the same qualification requirements as the FNS Summer Assistants and will be paid at an hourly rate of ~~\$10.19~~ \$10.42 for all hours worked.

Pay Dates:

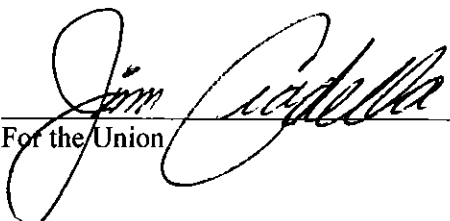
Work Period	Pay Date
June 2-15	June 29, 2018
June 16-29	July 13, 2018
June 30-July 13	July 27, 2018
July 14-27	August 10, 2018
July 28-August 10	August 24, 2018



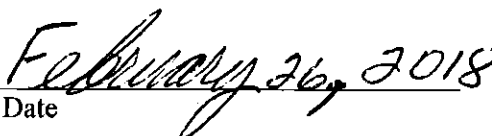
 For the Board



 Date



 For the Union



 Date