

**MEMORANDUM OF UNDERSTANDING
SUMMER FOOD SERVICE PROGRAM (SFSP) 2019**

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 2019. This program provides meals to qualifying Extended School Year and After School Enrichment Program sites, as well as other sites hosting school and community-based summer programs and activities, and mobile feeding units. 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 4, 2019.
- 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 17, 2019.
- d. Tentative job openings will be announced on or about March 4, 2019.
- 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, SFSP seniority and prior year SFSP performance reviews shall prevail.
- g. Employment dates and times will be determined based on the site's operating days and hours.

Program Dates:

- a. FNS Summer Assistant: (up to 100 positions anticipated)
Calendar: June 5 through July 31, 2019...up to 40 work days
Training Date: Approximately 8 hours – to be held June 3, 2019. 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 40 work days) Total Hours: Determined by need
- b. FNS Summer Assistant Site Lead: (up to 25 positions anticipated)
Calendar: June 5 through July 31, 2019...up to 40 work days
Training Date: Approximately 8 hours – to be held June 3, 2019. 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 40 work days) Total Hours: Determined by need
- c. FNS Site Lead - Level 1: (up to 40 positions anticipated)
Calendar: June 5 through July 31, 2019...up to 40 work days
Training Dates: Approximately 12 hours – to be held June 3-4, 2019. 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 40 work days) Total Hours: Determined by need
- d. Employees will receive pay date schedule, site-specific calendars and scheduled work hours as part of their required training.

Job Expectations:**FNS – All Summer Employees:**

- a) Prepare, serve, and store food ensuring high standards of food quality and quantity. Utilize the most current standardized recipes as provided by the Pasco County FNS Nutrition Team and in accordance with federal, state, and local and district regulations, food safety guidelines, and Hazard Analysis Critical Control Points (HACCP) principles and procedures.
- b) Understand federal, state and local program regulations; demonstrate knowledge of meal pattern requirements; assist with identifying food ingredients for students with special needs.
- c) Coordinate food production services by recording menu items prepared, quantity of ingredients used, and leftover portions saved on the daily work production record.
- d) Coordinate with line servers to ensure continuous quantity and quality of items served.
- e) Clean and maintain food preparation areas, storage areas, kitchen equipment, and tools to maintain a clean facility.
- f) Assist management with the preparation of required reports and paperwork.
- g) Assist other staff as needed to ensure efficient operations of the cafeteria.
- h) Perform other duties as assigned.
- i) Efficiently use electronic devices such as iPod's, iPad's and Computers for recording of meal service, meal planning, production records, and/or email communication.

FNS Summer Assistants

- a. Transport food in district-owned vehicles, maintain appropriate valid Florida driver's license and approval in District School Board of Pasco County Safe Driver Plan (for certain positions).
- b. Serve food on the mobile feeding units, ensuring high standards of food quality and quantity (for certain positions).

FNS Summer Assistant Site Lead

- a. Assist in supervising, training, instructing, organizing, and delegating work to food service personnel and assume responsibility for operation of the program in the absence of the manager and other key staff members.
- b. Monitor quantity and quality of menu items to ensure food and beverage standards are maintained throughout all meal periods.

FNS Summer Lead Level 1

- a. Assist in supervising, training, instructing, organizing, and delegating work to food service personnel and assume responsibility for operation of the program in the absence of the manager and other key staff members.
- b. Monitor quantity and quality of menu items to ensure food and beverage standards are maintained throughout all meal periods.
- c. Operate within established financial guidelines to ensure a cost-effective program and complete all records and supporting documents in accordance with current federal, state and local regulations, including District policies and procedures.

Summer Physical Requirements (All Employees)

- a. Exerting up to 20 pounds of force occasionally, and/or up to 20 pounds of force frequently and/or up to 10 pounds of force constantly to move objects.
- b. Frequently performing the following physical activities: bending, stooping, and pulling.
- c. Regularly performing the following physical activities: sitting, standing, walking, twisting, reaching, pushing, lifting, finger dexterity, grasping, repetitive motions, talking, hearing acuity, and visual acuity.

- d. Occasionally performing the following physical activities: climbing, balancing, kneeling, crouching, crawling, and feeling.
- e. Work environment consists of indoors and outdoors, and extreme cold temperatures.
- f. Employees may be required to operate the following machines, tools, and equipment: commercial foodservice equipment including convection ovens, steamer, steam-jacket kettle, slicer, mixer, etc.; touch-screen computer register; general office equipment including personal computers, fax machines, scanners, copiers, telephones, etc.

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:

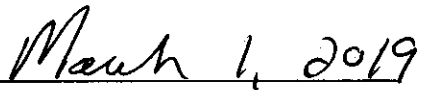
Employees will earn one (1) day of sick leave for working every 20 scheduled work days. The time earned will equal the length of the employee's scheduled work day, 3 - 8 hours. Should an employee complete this program and have the earned sick day remaining, that time shall be added to the employee's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

Pay Rate:

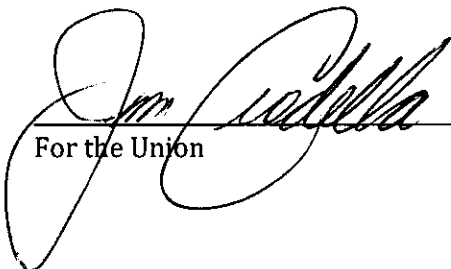
- a. FNS Summer Assistants will be paid an hourly rate of \$ 10.63 for all hours worked.
- b. FNS Summer Assistant Site Lead will be paid an hourly rate of \$ 11.73 for all hours worked.
- c. FNS Summer Site Lead Level 1 will be paid an hourly rate of \$ 12.53 for all hours worked.
- d. Substitute FNS 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 \$ 10.63 for all hours worked.



For the Board



Date



For the Union



Date