

AGREEMENT

Between

KANKAKEE SCHOOL DISTRICT NO. 111

And

SEIU LOCAL 73

FOOD SERVICES EMPLOYEES

2022-2026

A handwritten signature or set of initials, possibly "JH", written in black ink in the bottom right corner of the page.

TABLE OF CONTENTS



AGREEMENT

This Agreement is between the Board of Education of Kankakee School District #111, Kankakee, Illinois, and Service Employees International Union Local #73. This working Agreement made and entered into this ___ day of June 2022, by and between the stipulated Board of Education, above, hereinafter referred to as the “Employer” and the Service Employees International Union, Local #73, hereinafter referred to as the “Union.”

It is the desire of both parties to this Agreement to avoid disputes, and realizing that they have a common interest in the general welfare of the students of the school district. Further, the parties recognized a mutual desire to bargain collectively with regard to wages, hours, benefits and working conditions of the employees covered by this Agreement.

Accordingly, the parties agree as follows: All provisions in this Agreement are subject to the Illinois School Code and any existing or future state or federal laws that may affect the legal operation of the school system by the school district. If any section or sub-section of this Agreement shall be declared invalid by any court of competent jurisdiction, or shall become inoperative because of any federal or state law, the remaining portions of this Agreement shall continue in full force until the prescribed termination date.

ARTICLE I

RECOGNITION

1. The employer hereby recognizes Local No. 73 S.E.I.U. as the exclusive representative with respect to rates of pay, wages, hours of employment, and other conditions of employment for all employees in the Food Service Department of Kankakee School District No. 111.
2. The employees represented by the Union and covered by this Agreement are hereinafter referred to as the “Employees” and individually as the “Employee.” This contract applies to full-time employees and part-time employees where specified. A full-time employee is one who is scheduled to work six (6) or more hours per day.
3. A copy of this Agreement is to be made available to all employees covered by said Agreement and will be furnished by the Employer within ninety (90) days of final execution.

ARTICLE II

WAGES AND HOURS

1. **Wage Increases** – Effective July 1, 2022, the wage schedule provided in Exhibit A shall go into effect and all employees shall receive the following wage increases.



All employees on July 1, 2022 shall receive a six (6%) percent increase to their base rate of pay.
 All employees on July 1, 2023 shall receive a six (6%) percent increase to their base rate of pay.
 All employees on July 1, 2024 shall receive a six (6%) percent increase to their base rate of pay.
 All employees on July 1, 2025 shall receive a six (6%) percent increase to their base rate of pay.

2. Longevity – Employees that are hired between July 1 and December 31 will be given a full year’s service credit for the year. If hired after January 1st, the six (6) months service credit will be lost. Longevity stipends shall be paid to eligible employees in the following increment annually on December 15th.

<u>Years of Service</u>	<u>Longevity Stipend</u>
5-9 years of service	\$100.00
10-14 years of service	\$150.00
15-19 years of service	\$200.00
20+ years or service	\$400.00

3. Working out of Job Classification – Any employee who is asked by the District to work outside of his/her job classification and that work is higher graded work, shall receive the higher rate of pay commencing with the first day that the employee works in classification. If the employee currently makes more per hour than the entry rate of pay for the higher graded classification the employee shall make the difference between the starting rates of pay.

4. Work Week – The regular work week shall be Monday through Friday based upon the board-approved school year calendar. Additional days may be scheduled at the discretion of management for cleaning and training; however, the District shall give at least fourteen (14) days’ notice when additional days are necessary.

5. Work Schedules: The Director for Food Service shall determine the opening and closing time for operating kitchens as determined by the food service program at each school. No food service employee shall be scheduled to begin in the morning when a custodian or school representative is not on duty. Employees will work the number of hours as approved by the Board of Education, unless the Head Cook and Director of Food agree on changes during the school year. The total number of hours worked will be compared with the number of lunches served each month. If the hours worked for each lunch served is out of line, adjustments in schedules will be necessary. All changes in Board approved work hours that are deemed to be permanent must be formally approved by the Board of Education before taking effect.

6. Break Period – Any employee who works at least four and a half (4.5) hours shall receive one (1) fifteen (15) minute paid break period.

7. Orientation: An orientation meeting will be held prior to the opening of the school for all food service employees. Employees are required to attend this orientation and will receive pay at their current grade scale for the number of hours they are in attendance or three and a half (3 ½) hours pay whichever is greater. If administratively possible, employees will be notified of the date and time of orientation meeting by June 1st. The Union shall have a right to conduct worksite meetings during lunch and other non-work breaks, and before and after the workday, on the employer's premises to discuss collective bargaining negotiations, the administration of collective bargaining agreements, other matters related to the duties of the exclusive representative, and internal matters involving the governance or business of the exclusive representative, without charge to pay or leave time of employees or agents of the Union. The Union shall also have the right to meet with new employees, without charge to pay or leave time of the employee or agent of the Union, on the employer's premises or at a location mutually agreed to by the employer and Union for up to an hour at a time mutually agreed-upon by the employer and Union.

8. District Closings: If the District closes the schools due to inclement weather or other emergencies (e.g. loss of power, heat, pandemic, etc.) the employees will be allowed to leave work early at the discretion of the Assistant Superintendent of Human Resources or designee (in cases where the employees are already on duty). If the employee has not yet reported to work, the employee will be allowed to stay at home. In each example, the employee will sustain no loss of benefits, time or pay.

When there are work opportunities during scheduled holidays or other closures, Management will provide as much notice as possible so that employees can make themselves available to work, in no event less than one (1) week except in case of emergency.

9. Lunch Period: A thirty (30) minute unpaid lunch period shall be given to all food service employees who work six hours or more. Food service employees shall be afforded an area in which to eat lunch. This will be arranged in each building by the principal and the cafeteria personnel.

10. Overtime: Employees will be paid one and one-half times their regular rate of pay for hours worked over forty (40) hours per week whether it is their regular assignment or a special function assignment. All special function work shall be paid time and a half.

11. Probationary Period: New employees will be subject to a sixty (60) working day probationary period. New employees will be paid according to the wage scale in Appendix A during this period.



12. Catering/Special Events: Employees who are assigned to work catering and/or special events shall be paid at the rate of one and one-half (1 ½) times his/her hourly rate of pay for all hours worked performing the function, regardless of whether or not the employee has worked forty (40) hours in that work week.

ARTICLE III

NON-DISCRIMINATION CLAUSE

Neither the Employer nor the Union will discriminate against any employees on account of race, religious creed, color, national origin, gender, sexual orientation, ancestry, or Union activity. Union membership shall not be mandatory.

ARTICLE IV

PAID HOLIDAYS

1. Holiday Observed: The following holidays, or days observed as such, when school is not in session, shall be observed as legal holidays and employees shall be granted the day off with pay on such days:

Labor Day	Columbus Day
Veterans Day	Thanksgiving Day
Christmas Day	Friday After Thanksgiving
Christmas Eve	New Year's Day
Lincoln's Birthday or President's Day	Spring Holiday
Memorial Day	Casmir Pulaski Day (*)
Martin Luther King's Birthday	

(*) If Pulaski's Birthday reverts to a commemorative holiday during the life of this contract, this day will revert to a regular work day. If the District observes Pulaski's Birthday as a holiday on a day other than the first Monday of March, full-time employees will be granted the observed day off with pay. In the event the District designates Election day as a holiday, bargaining unit members will be paid for the holiday.

2. Working a Holiday: Any employee who is required to work on any of the preceding holidays, or days observed as such, shall receive time and one-half (1 ½) for all hours worked.

3. Part-Time Employees: Part-time employees shall receive pro-rated holiday pay (i.e., an employee who works five (5) hours per day will receive five (5) hours holiday pay.

4. Holiday Pay: Employees must work the last working day before and the first working day after the holiday to be eligible for holiday pay. Employees who are absent before or after a holiday because of a death in the immediate family or funeral day will not lose holiday pay.



Also, if an employee is absent due to an on-the-job injury or in an approved leave status before or after a holiday, the employee will be eligible for holiday pay.

5. Floating Holiday: In any paid holiday listed above is eliminated, it will be replaced by a floating holiday, provided that the employer retains the right to schedule when employees take a floating holiday and determine the number of employees that will be off on a particular floating holiday.

6. Summer Holidays: Any employee working during the summer feeding program will be afforded Juneteenth and July 4th as a paid holiday, provided that they work the last scheduled working day before and the first scheduled working day after each (except as explained in number 4, above).

ARTICLE V

SENIORITY

1. Decrease in Workforce: Seniority shall be the determining factor in all cases of decreases in the work force.

2. Promotion: In cases of promotion, the District will first consider if the applicant meets the job requirements and is properly qualified for the position. If multiple employees qualify for the position, then seniority shall be the determining factor.

3. List of Employees: Upon written request and once a month, the Union shall be supplied with a current list of all bargaining unit employees. Such list shall include each employee's home address, date of hire, rate of pay, classification, work location, work and personal email addresses and telephone number, if available. The names and addresses of new employees shall be given to the Union Representative or designee within ten (10) business days following Board action. A modified seniority list shall be provided by the Village to Union Stewards. The modified list shall contain bargaining unit employees name, job classification and seniority date.

4. Definition of Seniority: Seniority is the length of continued service in the Food Service Department in Kankakee School District No. 111. An employee's seniority begins when the employee is officially employed by the Board of Education. If more than one food service employee is listed at any given Board meeting, the order in which the employees were hired, determines seniority. Seniority shall not be broken by the summer vacation without pay when school is not in session, nor by authorized leave of absences without pay.

5. Classification Seniority: When a position is abolished or eliminated, seniority within the job classification will determine the individual to be bumped from that classification. If the individual's overall bargaining unit seniority allows, then the individual will be allowed to bump



the least senior person from any lower classification, providing the person is qualified to perform the required job duties.

ARTICLE VI

JOB POSTING, JOB DESCRIPTION AND BIDDING

1. Posting: The District will post a job vacancy within ten calendar days after the District determines that a job vacancy exists and will be filled. All job vacancies shall be posted for ten (10) working days, but jobs may be temporarily filled during the time an employee may bid on the job. Qualified employees who wish to bid will sign a form in the office noting the date and time of their bid. In the absence of bidders within the classification, qualified employees from other classifications may be bid. In selecting the qualified bidder, the District will first consider employee qualifications and the most recent job evaluation, and if they are equal, seniority will be the determining factor. A permanent employee shall be selected to fill the job within fourteen (14) working days from the closing date unless it can be shown that no qualified applicant is available. The Union Steward will be informed of who has been placed in the vacancy.

2. Trial Period: The successful bidder will serve a trial period of ten (10) work days on the job. If he/she does not qualify within that time or the employee decides that the position is not a good fit, he/she shall be returned to his/her former job. This trial period may be extended for ten (10) work days at the discretion of the Food Service Director; the Union will be notified of the extension and the reasons for the extension. The higher rate will be paid during the trial period.

3. Temporary Vacancies: The District will post a temporary job vacancy within five (5) working days after the District determines that an employee in a five (5) hour position (or greater) will be absent from his/her job for thirty (30) calendar days or more. The temporary job vacancy shall be posted for five (5) working days. An employee shall be selected to temporarily fill the job within five (5) calendar days from the bid closing date unless it can be shown that no qualified employee bids. If there are no qualified bidders, the position shall be filled per the existing practice of building seniority.

If the qualified bidder is in a five (5) hour position (or greater) their vacancy will be filled as above with the senior most qualified bidder. Any resulting vacancies shall be filled per the existing practice of building seniority. A substitute worker will be employed to fill the last vacancy as needed. All employees filling temporary positions shall return to their previous job when the assigned employee returns to work.

If an employee accepts a temporary transfer to a position and the rate of pay for that position is less than the hourly rate of pay for the position the employee currently holds, the employee will receive the rate of pay for the position to which the employee transfers.



4. Job Description: Exhibit B attached hereto shall list job classifications and descriptions or primary duties. Each employee shall be properly classified in accordance with his/her duties. These job descriptions will be reviewed periodically by a committee of bargaining unit members and the food service administration, with final approval of any changes being the responsibility of the Food Service Director to ensure the timely and efficient operation of the Food Service function.

ARTICLE VII

LEAVES

1. Sick Leave: All employees working three-and-a-half hours or more per day shall be entitled to sick leave in the amount of twelve (12) days at their board-approved hours. Only full-time employees can request sick leave in half-day increments. If any such employee does not use the full amount of annual leave thus allowed, the unused amount shall accumulate to a maximum allowable per the Illinois Municipal Retirement Fund plus one year's sick leave (12 days) at their board-approved hours.

This sick leave provision shall apply to all employees who are employed for three-and-a-half (3 ½) or more hours per day, with sick time being paid out at the rate of pay and number of board approved hours in place at the time the employee uses the sick leave. The employer may require a physician's certificate as a basis for pay during leave after an absence of three (3) consecutive days for personal or immediate family illness, or as the administration may deem necessary when the use of sick leave creates a pattern of unauthorized absences or when sufficient information exists that might lead management to believe that the requested use of sick leave has been inappropriate. Allowed sick leave days shall be the employee's working days. Sick leave is not to be used for pre-planned vacations, or for any other reasons not outlined herein. The Board of Education agrees to comply with the State of Illinois policy in regard to sick leave for IMRF eligible employees.

SICK LEAVE shall be granted for:

- (a) Personal illness
- (b) Quarantine at home
- (c) Serious illness or death in the immediate family or household. Immediate family or household means: father, mother, spouse, children, brother, sister, party to a civil union or parent-in-law (or "steps", as appropriate) and legal guardian.

Bargaining unit employees shall be allowed to use up to seven accrued but unused banked sick days during school breaks during which the members are not otherwise paid, such as Thanksgiving and Winter breaks.

2. Funeral Leave: Full and part time employees will receive one (1) day of funeral leave per year. This funeral leave may be used for members of the employee's non-immediate family, family, friends or neighbors. The length of a funeral day shall be the same as the part-time or full-time employee's workday. This day is non-cumulative. Additionally, up to two sick days per year may be granted in conjunction with funeral leave for extended travel if the funeral is over 200 miles away, as long as adequate documentation is provided regarding the funeral and its location. One (1) day of funeral leave will be granted to part-time employees who are hired



before December 31st. Part-time employees who are hired after December 31st will not be granted any paid funeral leave during the school year of hire. Thereafter, these employees will be granted one (1) day of funeral leave. The Director of Food Services may require documentation of the funeral, with a copy of said documentation being forwarded to the Union. A copy of a news clipping does not qualify as documentation.

3. Personal Leave: Absences for reasons of personal business which cannot be taken care of during non-school time may be approved for full-time (6 or more hours per day) personnel for two (2) days per year by the Superintendent of his/her designee. Each regularly scheduled part-time employee (less than 6 hours per day) will be allowed one (1) day of personal leave per year. In such cases, the request must be filed through the appropriate supervisor's office. These days are non-cumulative. However, unused personal leave days will be added to full-time personnel's accumulated sick leave at the end of the year. One (1) day of personal leave will be granted to part-time employees who are hired before December 31st. Part-time employees who are hired after December 31st will not be granted any paid personal leave during the school year of hire. Thereafter, these employees will be granted one (1) day of personal leave.

4. Leave of Absence: Leave of Absence without pay may be granted for up to one year to full-time and part-time employees, upon written application for conditions of ill health or other reasons approved by the Board of Education. Upon returning to work from the Board approved leave of absence, an employee shall return to their bid position if administratively possible. No employee shall be granted a leave of absence to seek employment elsewhere. When a board approved leave of absence an employee's seniority will be frozen. Said seniority accumulation will resume once the employee returns to work after such absence.

5. Summer Employment: Bargaining unit employees wishing to be considered for summer work will have their qualifications and most recent evaluation compared and if those are equal, seniority will be the determining factor. Bargaining unit employees who are employed as food service workers during the summer feeding program may use the sick and personal leave provided above in increments of one day only from the employee's accumulated sick leave earned prior to the close of the school year ending before the current summer school term (e.g. an employee who takes a sick leave day during the summer shall have one sick leave deducted from his/her accrued sick leave bank). An employee may choose to use an unpaid sick leave day(s) in lieu of using his/her accrued sick leave. No food service employee shall borrow against forthcoming sick leave.

6. School Visitation Leave: Pursuant to the *School Visitation Rights Act*, eligible employees are entitled to leave up to a total of eight (8) hours during any school year, no more than four (4) hours of which may be taken on any given day, to attend conferences of classroom activities related to the employee's child, if the conference or activity cannot be scheduled during non-work hours. Employees must first use all accrued vacation, personal days, compensatory leave and any other leave that may be granted to them except sick and disability leave.



ARTICLE VIII

STRIKES, LOCKOUTS, LIMITATIONS AND DEDUCTIONS

1. Work Stoppage/Strike: During the term of this Agreement, the Union or individual Union members of the Food Service unit will not conduct any work stoppage or concerted action of strike, slowdown, informational picketing, or impose a duty or obligation upon any member to conduct, assist, or participate in a strike.

2. Lockout: The employer agrees not to lock out any portion of its employees during the term of this Agreement.

3. Check-Off of Union Dues: The employer agrees to deduct regular monthly dues from the wages of the employees who become or are Union members and remit them to the Union, providing the employee signs and submits to the employer a written authorization to deduct dues. The employer will accept electronic sign-ups. The Secretary/Treasurer of the Union shall certify to the employer the amount of the Union dues and initiation fees, which shall be uniform. The District agrees to add KFL Community Service, Inc., as deductions to be included in the District's payroll system.

4. COPE Deductions: The Board agrees to honor signed, contributed deduction authorizations (i.e., COPE deductions) from its food service if the Union certifies to the District that the union has such authorization in its possession.

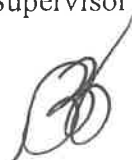
The Union agrees to indemnify and hold harmless the School District against any and all claims, suits and order of judgment against said District resulting from any action taken or not taken by the District pursuant to the provisions of this Article of the Agreement

5. Government Laws and Regulations: This contract shall not supersede any existing law or future laws of the State or Federal Government as they affect the legal operation of the school system by the school district. If any section or subsection of this Agreement shall be declared invalid by any court of competent jurisdiction, or shall become inoperative because of any Federal or State law, the remaining portions of this Agreement shall continue in full force until the prescribed termination date.

ARTICLE IX

GRIEVANCE PROCEDURE

1. Informal Process: Any employee has the right to and may talk to his/her Supervisor about any question or problem that may arise, at a convenient time designated by the Supervisor



and consistent with production and working requirements. If any question or problem brought to the attention of the supervisor by any employee involves the interpretation or application of a specific provision of the Agreement, a Union Representative shall have an opportunity to be present before adjustment of the grievance.

2. Grievance Procedure: All differences and disputes between the Employer and the Union and/or employees, raised by the Union or employee and relative to the meaning, interpretation or application of specific provisions of the Agreement, shall be presented to the grievance procedure provided below, except where noted herein:

Step 1 – Food Service Director

The grievance shall be presented in writing, to the Food Service Director within ten (10) working days after the occurrence of the event, including discharge, giving rise to the grievance. If the grievance is not presented within ten (10) working day period, the matter shall be deemed resolved and the District’s action or failure to act shall stand. If presented in a timely manner, a meeting shall be scheduled with the employee, and a Union Representative if desired by the employee, by the Director of Food Service, or his designee, to discuss resolution of the grievance. The Director of Food Service, or his designee, shall provide a written answer within five (5) working days of the Step 1 grievance meeting.

Step 2 – Assistant Superintendent for Human Resources or Assistant Superintendent for Business Services

If the grievant is not resolved in Step 1 above, the Union may move the grievance to Step 2 of the grievance procedure within ten (10) working days of receipt of the written Step 1 answer. The written grievance may then be presented to the Assistant Superintendent for Human Resources or Assistant Superintendent for Business Services, and a meeting shall be held at which the employee, the employee’s supervisor, the Union Representative or Steward and the Assistant Superintendent for Human Resources and/or Assistant Superintendent for Business Services may be present, if requested or desired. After meeting to review and discuss this matter, the Assistant Superintendent for Human Resources or Assistant Superintendent for Business Services shall reply to the grievance in writing within five (5) working days thereof.

Step 3 – Superintendent/Board

If the grievant is not resolved in Step 2 above, the Union may move the grievance to Step 3 of the grievance procedure within ten (10) working days of receipt of the written Step 2 answer. The grievance shall then be discussed at a meeting with the Superintendent or the Board at the Superintendent’s option. At the meeting the Superintendent may have present, at his/her option, the Assistant Superintendent for Business Services, the Director of Maintenance, Assistant Superintendent for Human Resources or other personnel as deemed necessary by the Superintendent. Notification of other individuals to be in attendance shall be made at least 72 hours in advance of the meeting. The Union may have present the grievant,



the Union Steward and/or the Union Representative. After discussion, the Superintendent shall reply to the grievance in writing within ten (10) working days following such meeting.

Arbitration Procedure

If the matter is not adjusted in Step 3 or an answer is not given within the time specified, the Union may, by written notice to the District within thirty (30) work days after the Step 3 answer is received, request that the grievance be referred to an impartial arbitrator selected in the manner hereinafter provided.

If the Union initiates the arbitration selection process but arbitration does not occur for any reason other than settlement of the grievance by the parties, the Union shall pay all fees associated with initiating the selection process. Upon the making of a proper and timely written request for arbitration, the Employee and the Union shall attempt to agree upon an arbitrator to decide said issue. In the event that the parties have not agreed upon the selection of an arbitrator within fifteen (15) calendar days after the request for arbitration has been made, either party may ask the Federal Mediation and Conciliation Service for a list of seven (7) persons who are members of the National Academy of Arbitrators for selection as an impartial arbitrator. Either party may ask for a second panel. The Employer and the Union shall have the right alternatively to strike names from the panel. A coin toss will determine who strikes first. The remaining person shall act as an impartial arbitrator, and the Federal Mediation and Conciliation Service shall be promptly notified of such selection. Only one grievance may be presented at the arbitration hearing before any one arbitrator at any one time unless the parties mutually agree otherwise.

The arbitrator shall have authority only to interpret and apply the provisions of the Agreement to the extent necessary to decide the submitted grievance and shall not have the authority to add to, detract from, or alter in any way the provisions of this Agreement. The arbitrator's award shall be final and binding upon the District and the Union. The losing party to an arbitration hearing shall pay all fees and expenses of the arbitrator, but each party shall pay for their own costs, legal counsel, transcript copies, and other such expenses.

General Provisions:

- a. **Work Hours:** If any steps of the grievance procedure are scheduled during the work hours of the grievant and/or grievant's representative (if a District employee), such employees will be excused with pay for that purpose. Employees required by the District to attend an arbitration hearing during their working hours shall be excused from work with pay.
- b. **Bypass Steps:** If a grievance arises from the action of an authority higher than the immediate supervisor, the Union may present such a grievance at the appropriate steps of the grievance procedure.
- c. **Right to be Present:** The employee and his/her Union Representative have the right to be present at all steps of the grievance process.
- d. **Copies:** At the request of the grievant or his/her Union Representative, the District shall provide copies of all documents relied upon by the District prior to Step 1 of the grievance procedure.



- e. **Failure to Respond:** Upon failure of the District to meet the time limits prescribed in this Article, the grievance shall be advanced to the next highest level. Likewise, failure of the employee or Union to appeal the grievance in the time provided herein shall allow the grievance to be considered settled and the employer's action of failure to act, shall be deemed sufficient.
- f. **Definition of Days:** The term "days" as used herein shall mean calendar workdays for employees in this bargaining unit. Official District holidays, emergency days off, Saturdays and Sundays shall not be counted as workdays for the purpose of this Article.
- g. **Extensions:** All time limits may be extended by mutual agreement between the parties. The District or Union shall not unreasonably deny a request for such extension.
- h. **Grievance Resolution:** Any settlement reached in Steps 1, 2, or 3 shall be considered final and binding upon the Employer, the Union and the employee.

ARTICLE X

PAY DATES AND SALARY COMPUTATION

1. Pay Periods and Pay Dates: Employees shall be paid two times per month. Paydays are the fifteenth (15th) day of the month and the last day of the month. Employees will be paid before bank holidays instead of school holidays. If the fifteenth or the last day of the month falls on a weekend or bank holiday, the payday will be on the Friday or the working day immediately preceding the bank holiday. Pay is for hours worked during the previous month pay period. Employees could receive their paychecks via direct deposit. If the employees do not enroll in direct deposit, then they may pick up their paychecks in the payroll office.

2. Deferred Payment: At the option of the employee he/she can select to have pay through a twenty-four (24) period system. The employee's hourly rate will be annualized and divided over the twenty-four (24) pay periods.

ARTICLE XI

PENSION OR RETIREMENT FUND

All employees approved to work six hundred (600) hours or more per year are eligible to participate in the Illinois Municipal Retirement Fund (IMRF). A percentage will be deducted from the wages of each employee (the employee's share) as established by the IMRF Board. To this deducted amount will be added an additional amount as determined by the IMRF Board for the Board of Education of the District (employer's share). Complete information regarding the benefits under this retirement plan may be obtained in the Business Office.



ARTICLE XII

INSURANCE

Full-time employees working six or more Board approved hours per day will be eligible for health insurance. Health insurance benefits and the employee's share of the premium will be determined by the Board of Education on an annual basis based on the non-binding recommendation of the insurance committee. During the life of this contract, each employee covered by this contract will be provided with a \$50,000 of term-life insurance and \$50,000 of accidental death and dismemberment insurance coverage. One food service employee will serve on the Insurance Committee, without pay.

ARTICLE XIII

TRAINING INSTRUCTION, EMPLOYEE

RECORDS AND DISCIPLINE

1. Training: Employees may be required to attend training sessions from time to time to learn more about their work. Such required sessions shall be held on paid time, or if not on paid time, employees shall be paid time and one-half (1 ½). Voluntary training sessions may also be held from time to time and as they are not required, the employee shall not be paid for these sessions. The employer shall assume responsibility for any unusual expenses in connection with the required or voluntary training sessions.

- a. Certification:** The Food Service Department will schedule sanitation classes at no cost to the employee. The District will reimburse employees for licensure fees. The District will not reimburse employees for attending trainings that were not scheduled through the Food Service Department, unless otherwise agreed upon between both parties. Failure to maintain a current sanitation certification will be grounds for dismissal.

Should federal or state regulations require additional licensure or certification, employees will be required to successfully complete mandatory training to continue their employment.

- b. Catering Training:** Food service employees interested in working catering events will be required to attend and satisfactorily complete a food service department catering training class. The class will be held yearly and those food service employees interested must attend the training class for each school year they are interested in working events. This training class will include:

Buffet service, served/plated services, carving stations, dessert stations, cooking to order, hors D'oeuvres tray design, running food during events, beverage service, replenishing product and supplies, linen placement, various place setting set ups, setting up and breaking down events, as well as returning equipment to

designated storage areas, performing side work in a safe and clean way and providing exemplary customer service throughout the event.

Upon successful completion of the catering training which will include a written test for understanding, a certification will be presented to and placed in the employee's file.

2. Personnel File: Each employee shall have access, upon written request thereof, to any record affecting his/her employment except confidential recommendations or personal references.

- A) Personnel File:** The District shall maintain only one (1) official personnel file for each employee, and such file shall be the property of the District.
- B) Right of Access:** The District agrees that the employees shall have the right of access to their personnel files as provided for in the Illinois *Personnel Record Review Act* or as provided in this Agreement
- C) Placement of Material in File:** Any material evaluative in nature, whether laudatory or critical, as well as any disciplinary material placed in an employee's file shall be signed and dated. A copy shall be given to the employee within five (5) working days.
- D) Right of Copy:** Each employee shall have the right to copy any or all file material, exclusive of excepted materials under the Illinois *Personnel Record Review Act*, as provided in Section 2.
- E) Right of Attachment:** Each employee shall have the right to have dissenting or explanatory material attached to any document on file, provided the employee material is submitted within ten (10) work days following the date of the document to which the employee is responding, or ten (10) days following when the employee becomes aware of the document in his/her file. Such material shall become an official part of the employee's personnel file.

3. Discipline: The School District embraces the concept of progressive and corrective discipline for employees. It is the intent of this section to provide guidance in issuing discipline, and it is not intended to circumvent any just cause provisions in this agreement. The District encourages its administrators and supervisors to use progressive discipline. Progressive discipline is a systematic approach to correct unwanted behavior and deter its occurrence by administering disciplinary actions based upon various factors, including but not limited to: (1) the seriousness of the offense; (2) the number of times it has occurred; (3) prior acts of misconduct; (4) the length of time between infractions; (5) the employee's length of service and record of performance; and (6) the totality of the circumstances.

Disciplinary notices and/or written warnings one (1) year old or older shall not be used in a future disciplinary action except in the case of discharge.

4. Disciplinary Notice: No non-probationary employee covered by this Agreement shall be suspended or discharged without written notice for the reasons for such suspension or discharge.

All written discipline, suspensions, or discharges of non-probationary employees shall be for just cause. Management shall issue discipline immediately following the incident in which the infraction occurs or no later than three (3) working days. The District shall notify the Union within forty-eight (48) hours of any written discipline, suspension, or discharges that may be acted upon. Probationary employees may be dismissed without cause during the probationary period.

5. Disciplinary Procedure: The District supports the philosophy of corrective discipline that is built upon a process of progressive discipline. Employees covered by this agreement shall be subject to the following progressive disciplinary process:

- A. Verbal Warning in Personnel File
- B. Written warning in Personnel File
- C. Suspension
- D. Termination

However, the Board reserves the right to discharge any employee at any time for just cause in such cases of gross misconduct such as, but not limited to, gross insubordination, theft, violation of no strike clause, intoxication or being under the influence of non-prescribed controlled substances at work, or falsification of school records or other employment related records.

All disciplines are subject to the grievance procedure of the contract.

6. Disciplinary Appearance: An employee shall be given written notice if required to appear before the Board, Administration and/or his/her immediate supervisor regarding any investigation or pre-discipline meeting. If the Administration reasonably believes that the outcome of the meeting may result in disciplinary action, Administration will advise the employee of their right to have Union representation present. If the employee believes that the meeting may result in disciplinary action, the employee has the right to request Union representation at which point Administration will not proceed further until such representation is present.

ARTICLE XIV

UNION MEETINGS BUSINESS AND TITLES

1. Union Bulletin Boards: The Union shall be allowed designated bulletin board privileges in quarters set aside for its members at each school.

2. New Employees: The District shall permit a Union Steward one (1) hour to meet with a new employee to answer questions he/she may have about being in a Union. The date and time of the meeting will be determined collectively between the Director of Food Service and the Union. The District will provide new employees a copy of the Union contract in its orientation materials. In addition, the Union Agreement will be available for viewing on the District website.



3. Stewards: The Union will notify the District of the names of the Union Stewards. When Union-related business is scheduled by the District during the Stewards' work hours, the Union Stewards shall be allowed to conduct Union business during these work hours without loss of pay. Union business may consist of grievance meetings, District investigations of employees, labor-management meetings and contract negotiations.

4. Chief Steward/Stewards: The Union Officers (Chief Steward and Steward) will be permitted to use up to three (3) excused, unpaid days to conduct Union business; however, should the Union Officer choose to use personal leave for this purpose, it shall not count in the computation of overtime.

5. Board Agenda: A copy of the agenda of every Board meeting posted in advance of each regular or special meeting of the Board, including personnel recommendations of the Superintendent and minutes of the last meeting.

6. Meeting: The Union will be allowed to meet with the bargaining unit employees during the school year on school property, for one (1) hour on an early dismissal day, or other day when students are not present or after students have left the building. Employees will be allowed to attend during work hours with no loss of pay.

ARTICLE XV

MANAGEMENT/LABOR MEETINGS

Management and labor agree to meet periodically during the duration of this contract. Either party may request a meeting, however, the time, date, or location of the requested meeting must be mutually agreeable. Labor will submit agenda items to the Director of Food Service four (4) working days prior to the Labor Management meeting. The Director of Food Service will add labor agenda items and will email a complete agenda to each member of the committee two (2) working days prior to the scheduled Labor Management meeting.

ARTICLE XVI

GENERAL WORKING RULES

1. Work Schedules: All school food service personnel are responsible to the Head Cook I, who arranges rotation schedules, approves time sheets, supervises employees, and makes regular reports to the Food Service Director pertaining to the school lunch employees.

2. Meals: A free lunch is provided to any employee who receives a fifteen (15) minute break or thirty (30) minute lunch period. The lunch time is not included in the work day. No food is to be eaten while working or to be taken home.



3. Transfers: Employees may request to be transferred from one school to another. The District will review the employees request and determine if the request is possible to honor. The District will provide the employee with an answer within fourteen (14) work days with the District's decision. In the event, the District determines that a mandatory transfer is necessary or a schedule change is warranted, the District will transfer or change the schedule of the employee with the least amount of seniority before altering a more senior employee's assignment.

4. Call of Notice: If an employee will not be able to work his or her scheduled hours, the employee must provide the Food Service Office with at least one day's advance notice. If one day's advance notice is not possible, the employee must call the Food Services Office and the Head Cook 1/Head Cook 2 immediately upon learning that he or she will not be able to work the scheduled hours. Such notice must be given at least 30 minutes before the employee's shift is scheduled to begin, or between 7:00 AM and 8:30 AM, whichever is earlier.

5. Work Appearance: All food service employees shall maintain a professional and safe appearance.

6. Catering Functions: An employee may be asked to work evenings or on weekends for special functions for school or civic groups. The District agrees to establish a system for special functions which takes into consideration the skills needed for the particular function, seniority and a certification on file noting the satisfactory completion of the District catering training program. Employees will be given first consideration for special functions before the District hires substitute employees. The District may use management for special functions, but that would be considered the exception rather than the norm. The District reserves the right to determine the number of needed employee(s) and type(s) of job classifications needed for a special function. The District will post and fill those positions as noted herein. The Director of Food Service will develop and maintain a spreadsheet noting employee's acceptance and rejection of opportunities to work special functions. The purposes of the spreadsheet is to allow for equalization of all catering opportunities. Whether an employee accepts or rejects the catering posting, it will still be considered a valid opportunity for equalization purposes. Employees shall not accept direct payment, but will submit his/her time worked through a process established by the District.

7. Physical Examinations: A physical examination is required by a medical doctor prior to the beginning of employment in Food Service at the expense of the employee. Evidence of freedom from Tuberculosis must be submitted to the Food Service Office prior to the beginning of employment.

8. School Equipment and Food: Employees are prohibited from removing food from the school. Anyone apprehended will be dismissed and may be charged with stealing. All efforts should be made to keep necessary equipment operable. No kitchen equipment is to be loaded



without permission from the Food Service Director. A record must be kept of the date borrowed, by whom and when returned.

9. Employee Contact Information: Notify the Food Service Office, Human Resources, and Payroll Departments of changes in address, telephone numbers, or changes in exemptions for your payroll deductions.

10. Department Meetings: The Director of Food Service and the Head Cooks at each school shall meet each month as determined necessary by either the Director of Food Service or Head Cooks. The Director of Food Service or designee will memorialize the meeting into minutes and the Union with a copy.

ARTICLE XVII

REDUCTION IN FORCE AND RECALL

1. Reduction in Force (RIF): When a reduction in force is necessary, a plan for this reduction shall be presented to the Union for discussion prior to implementation. This plan would include the necessary reduction and transfers (employees being bumped), such reduction shall begin with;

- a) The least senior employee in the classification being laid off first; then
- b) The employee who is laid off by classification will then have his/her overall bargaining unit seniority review;
- c) Such seniority will determine if that individual will have the option to bump another bargaining unit member or be laid off;
- d) If an employee being subject to lay off has greater bargaining unit seniority than other employees within the bargaining unit, then the employee with greater bargaining unit senior will be allowed to bump a least senior employee from any lower classification, providing the person is qualified to perform the required job duties.

No Reduction in Force plan will be developed that guarantees an individual who is reassigned within their job classification or to a different job classification equal hours and equal pay. The Board of Education reserves the right to the final decision concerning staff reduction in regard to efficient food service operations and employee qualifications.

2. Recall: The reduction in force plan will also include a recall procedure, which shall give the same weight to seniority as that which was utilized in the reduction/bumping process. Employees will be returned from layoff in order of the most senior employee being recalled from layoff first.

If an employee is unable to accept a transfer, or is laid-off, that employee will retain recall rights for one (1) year. Reductions that can be accomplished through attrition will not be covered by this Article.



ARTICLE XVIII

OUTSOURCING

The District agrees to follow Illinois School Code (1105 ILCS 5/10-22.34C) for outsourcing of non-certified personnel.

ARTILCLE XIX

FAMILY AND MEDICAL LEAVE ACT

For the duration of this collective bargaining agreement regarding the Family and Medical Leave Act (FMLA), an eligible bargaining unit member who can show that his/her grandparent(s) are the employee's legal or custodial guardian will then be allowed to treat said grandparent as if they were their legal parent for the purposes of FMLA leave. Such a request for FMLA must be initiated by the employee who shall supply the School District with the appropriate and required documentation upon the School District's request.

ARTICLE XX

MANAGEMENT RIGHTS CLAUSE

Subject to the provisions of this Agreement, the Board of Education has the sole responsibility and authority to establish, manage, and direct on behalf of the public all pf the operations and activities of the School District to the full extent authorized by law including the sole right to hire, fire, and direct work force as well as all other items not covered herein.



ARTICLE XVIII

OUTSOURCING

The District agrees to follow Illinois School Code (1105 ILCS 5/10-22.34C) for outsourcing of non-certified personnel.

ARTILCLE XIX

FAMILY AND MEDICAL LEAVE ACT

For the duration of this collective bargaining agreement regarding the Family and Medical Leave Act (FMLA), an eligible bargaining unit member who can show that his/her grandparent(s) are the employee's legal or custodial guardian will then be allowed to treat said grandparent as if they were their legal parent for the purposes of FMLA leave. Such a request for FMLA must be initiated by the employee who shall supply the School District with the appropriate and required documentation upon the School District's request.

ARTICLE XX

MANAGEMENT RIGHTS CLAUSE

Subject to the provisions of this Agreement, the Board of Education has the sole responsibility and authority to establish, manage, and direct on behalf of the public all pf the operations and activities of the School District to the full extent authorized by law including the sole right to hire, fire, and direct work force as well as all other items not covered herein.



ARTICLE XVIII

OUTSOURCING

The District agrees to follow Illinois School Code (1105 ILCS 5/10-22.34C) for outsourcing of non-certified personnel.

ARTILCLE XIX

FAMILY AND MEDICAL LEAVE ACT

For the duration of this collective bargaining agreement regarding the Family and Medical Leave Act (FMLA), an eligible bargaining unit member who can show that his/her grandparent(s) are the employee's legal or custodial guardian will then be allowed to treat said grandparent as if they were their legal parent for the purposes of FMLA leave. Such a request for FMLA must be initiated by the employee who shall supply the School District with the appropriate and required documentation upon the School District's request.

ARTICLE XX

MANAGEMENT RIGHTS CLAUSE

Subject to the provisions of this Agreement, the Board of Education has the sole responsibility and authority to establish, manage, and direct on behalf of the public all pf the operations and activities of the School District to the full extent authorized by law including the sole right to hire, fire, and direct work force as well as all other items not covered herein.



EXHIBIT A
ADDENDUM A
FOOD SERVICE EMPLOYEES WAGE
SCALE JULY 1, 2022 TO JUNE 30, 2026

	2022-2023	2023-2024	2024-2025	2025-2026
Head Cook	\$21.78	\$23.09	\$24.48	\$25.94
Cook	\$18.58	\$19.70	\$20.88	\$22.13
Cashier	\$17.59	\$18.64	\$19.76	\$20.94
Food Service Director	\$19.35	\$20.52	\$21.74	\$23.04
Cafeteria Helper	\$16.70	\$17.70	\$18.76	\$19.88

In addition to the foregoing, an employee may apply the annual Board determined allotment to purchase district-approved uniform pieces as needed. Receipts for such purchases shall be submitted to the Food Services Office for reimbursement to the employee. The Board shall not reimburse any employee for uniform pieces that are greater than the annual allotment or more than the price for the purchased uniform piece(s).

HEAD COOK

NATURE & SCOPE OF POSITION:

Manage and coordinate the day-to-day food service operations of an assigned school site; assure compliance with the District, State and Federal requirements and laws regarding nutrition, sanitation, safety and record-keeping; supervise, direct and evaluate assigned food service personnel.

REPORTS TO: Director of Food Service

QUALIFICATIONS:

- High school diploma or G.E.D. equivalent
- Have a minimum 1 year proven experience in the preparation, cooking and service in a school food service operation or large scale food service facility
- Have working knowledge of meal production, planning, and scheduling
- Ability to read, write, and communicate effectively in English
- Ability to see and hear within normal ranges with correction
- Hold a current Illinois Food Services Manage Sanitation Certification
- Have working knowledge of health and safety, sanitation and maintenance rules and regulations as they relate to non-commercial/school food service establishments, kitchens and equipment
- Have working knowledge of State and Federal National School Lunch and Breakfast program guidelines and regulations. Ability to learn and apply State and Federal guidelines and regulations for other food service programs, such as Head Start and/or snack programs as required.
- Ability to complete math problems involving simple fractions and decimals.
- Ability to understand food recipe measurements and convert recipes to meet production requirements
- Ability to learn and effectively operate computers, utilize computer software programs and successfully complete daily reports
- Have working knowledge of procedures used in ordering, receiving, storing and inventorying food and supplies
- Have working knowledge of cost control and record keeping techniques
- Have the ability to manage and coordinate the day-to-day food service operation at an assigned school site
- Have the ability to train others in the preparation and serving of food
- Have the ability to read, interpret, apply and explain rules, regulations, policies and procedures
- Have the ability to supervise staff and meet schedules and time lines
- Have the ability to analyze situations accurately and adopt an effective course of action
- Have the ability to work independently with little direction



- Must be physically able to work in extreme heat and cold and stand for long periods of time. Must have manual dexterity, stamina and strength to lift and carry objects weighing up to 35 pounds. Must be able to work with a variety of cleaning agents.
- Must be self-motivated having good judgment, honesty, flexibility, organizational skills and emotional maturity
- Alternatives to the above qualifications as the Director of Food Service Director may find appropriate and acceptable

PERFORMANCE RESPONSIBILITIES INCLUDE BUT ARE NOT LIMITED TO:

- Manage, coordinate and oversee the day-to-day food service operations of an assigned school site; assure compliance with the District, State and Federal requirements and laws regarding nutrition, safety and sanitation procedures. Assure that proper serving utensils and quantities are used during meal service
- Follow standardized recipes using correct weights and measures
- Determine the quantities of food to be prepared for the day so that all students receive the proper servings and meal offerings with minimal leftovers
- Ensure that serving lines have correct serving utensils and all portion sizes served to students and staff are correct and in full compliance with State and Federal guidelines.
- Manager records and reports (e.g. counting and recording the amounts of leftovers, number of opened cans, student lunch balances, number of student meals, collection and reconciliation of money, etc.) for the purpose of keeping an accurate record of food used and student accounts
- Assume responsibility for the accuracy and completeness of all cafeteria records, including staff time reports and the safekeeping of cafeteria funds
- Inventory food, condiments and supplies for the purpose of ensuring availability of items required for meeting projected menu requirements
- Estimate and order food and supplies as needed while monitoring and controlling expenditures
- Receive food items and/or supplies and place them in designated areas utilizing temperature requirements for and food spoilage guidelines for the purpose of ensuring availability of items required for meeting projected menu requirements
- Inspect lunchroom and kitchen area daily to assure compliance with health, safety and sanitation requirements and regulations
- Train and assist employees in the proper handling of foods, correct use and care of equipment and high standards of sanitation and safety
- Direct, assign and evaluate personnel; conduct kitchen specific training for newly assigned employees and/or substitutes. Plan and coordinate daily work for efficient use of labor
- Ability to manage multiple tasks with frequent interruptions, use time efficiently, demonstrate attention to detail, follow instructions and respond to management direction

- Maintain, prepare and review menu production records, inventories, logs and reports, accumulate data and input information in the computer as appropriate and file documents as necessary
- Effectively communicate with students, food service staff, school faculty and administration to exchange information, receive suggestions and resolve issues, if possible, related to food service
- Oversee and participate in the preparation, cooking and serving of food according to standardized recipes and establish food preparation procedures for the purpose of meeting mandated nutritional and projected meal requirements as well as providing students and staff with food of high nutritious quality.
- Evaluate prepared food for flavor and taste, appearance, and temperature for the purpose of providing items that will be accepted by students and staff. Monitor serving lines throughout meal periods of flavor, taste, appearance and temperature, as well as, cleanliness
- Attend in-service training, workshops, etc. for the purpose of gathering information required to perform job functions
- Model, promote and coach a positive attitude among kitchen staff. Model and promote excellent customer service among the kitchen staff and the students, staff and other stakeholders. Assure that students, staff and other stakeholders are served in a friendly, quick and courteous manner using proper techniques and portioning guidelines
- Ability to maintain confidentiality in all aspects of the job
- Follow and enforce the food service department dress codes
- Perform other duties as assigned by the Director of Food Services

TERMS OF EMPLOYMENT: Per School Calendar and Board approved hours

EVALUATION: Annually



COOK

NATURE & SCOPE OF POSITION:

Under the supervision of the Head Cook, direct and participate in the operation of the kitchen. Perform a variety of tasks, including preparing, and cooking foods in large quantities.

REPORTS TO: Head Cook, Director of Food Service

QUALIFICATIONS:

- High school diploma or G.E.D. equivalent
- Have a minimum of 1 year paid or unpaid experience in a kitchen, preferably in a school district
- Have working knowledge of meal production, and planning
- Ability to read, write, and communicate effectively in English
- Ability to see and hear within normal ranges with correction
- Hold a current Illinois Food Services Manager Sanitation Certification
- Have working knowledge of health and safety, sanitation and maintenance rules and regulations as they relate to non-commercial/school food establishments, kitchens and equipment
- Have working knowledge of State and Federal National School Lunch and Breakfast program guidelines and regulations for other food service programs, such as Head Start and/or snack program as required
- Ability to complete math problems involving simple fractions and decimals
- Ability to understand food recipe measurements and convert recipes to meet production requirements.
- Assist in the training of others in the preparation and serving of food
- Have the ability to meet schedules and time lines
- Have the ability to analyze situations accurately and adopt an effective course of action
- Have the ability to work independently with little direction.
- Must be physically able to work in extreme heat and cold and stand for long periods of time. Must have manual dexterity, stamina and strength to lift and carry objects weighing up to 35 pounds
- Must be self-motivated having good judgment, honesty, flexibility, organizational skills and emotional maturity
- Work effectively as part of a team and follow directions
- Ability to assume duties of Head Cook, if necessary
- Alternatives to the above qualifications as the Director of Food Service Director may find appropriate and acceptable

PERFORMANCE RESPONSIBILITIES INCLUDE BUT ARE NOT LIMITED TO:



- Follow standardized recipes using correct weight and measurements
- Determine the quantities of food to be prepared for the day so that all students receive the proper servings and mal offerings with minimal leftovers
- Understand and follow all State and Federal guidelines for the National School Lunch and Breakfast programs
- Determine if the finished product is of the best quality in both flavor and appearance before it is served
- Ensure that serving lines have correct serving utensils and all portion sizes served to students and staff are correct and in full compliance with all State and Federal guidelines
- Ensure that all serving stations are fully stocked with food prior to each serving period in sufficient quantities and maintain throughout each serving period
- Maintain correct holding temperatures for food
- Ensure that all required paper work is completed in an organized, timely and accurate manner. Completes daily production records and submits to Head Cook
- Assist in the inventory of food, condiments and supplies for the purpose of ensuring availability of items required for meeting projected menu requirements
- Assist in the receiving of food items and/or supplies and place them in designated areas utilizing temperature requirements and food spoilage guidelines for the purpose of ensuring availability of items required for meeting projected menu requirements
- Inspect kitchen areas daily to assure compliance with health, safety and sanitation requirements and regulations
- Clean, organize and maintain equipment and facilities
- Responsible for the preparation, cooking and serving of food according to standardized recipes and establish food preparation procedures for the purpose of meeting mandated nutritional and projected meal requirements as well as providing students and staff with food of high nutritious quality
- Evaluates prepared food for flavor, appearance, and temperature for the purpose of providing items that will be accepted by students and staff
- Attends in-service trainings, workshops, etc. for the purpose of gathering information required to perform job functions
- Serve as a role model for students and staff in demonstrating positive attitudes, effective work ethic and customer service
- Ability to manage multiple tasks with frequent interruptions, use time efficiently, demonstrate attention to detail, follow instructions and respond to management direction
- Assist in supervising, training and maintaining a good working environment and productive working relationship with fellow employees.
- Must be self-motivated and have good judgment, trustworthiness, flexibility, good organizational skills and emotional maturity
- Ability to maintain confidentiality in all aspects of the job
- Follow the food service department dress codes
- Perform other duties as assigned by the Head Cook or Director of Food Services



TERMS OF EMPLOYMENT: Per School Calendar and Board approved hours

EVALUATION: Annually

A handwritten signature or set of initials, possibly "GB", located in the bottom right corner of the page.

CASHIER

QUALIFICATIONS

1. Must have the ability to read, write, and speak English
2. Must have the ability to see and hear within normal ranges (with correction)
3. Must be physically able to work in extreme hot and cold and to stand for long periods of time and have the manual dexterity, stamina, and strength to lift and carry objects weighing up to 35 pounds and work with chemical cleaning agents.
4. Must have the ability to work effectively as part of a group and to follow directions
5. Must have the ability to perform basic arithmetic functions: (add, subtract, multiply, divide and make change).
6. Ability to accurately handle money and balance the cash drawer
7. Must have some computer skills and ability to learn and operate computer software with training
8. High School Diploma or equivalent
9. Possess knowledge of sanitation and safety rules and regulations pertaining to food establishments
10. Has the ability to related positively to staff and students
11. Must be self-motivated and have good judgment, trustworthiness, flexibility, good organizational skills, and emotional maturity
12. Must have knowledge of the general USDA school lunch guidelines
13. Must have the ability to provide friendly, efficient service
14. Alternatives to the above qualifications as the Board and Food Service Director may find appropriate and acceptable
15. Must hold a valid Illinois Food Service Sanitation Certificate

REPORTS TO: Head Cook or Food Service Director

TERMS OF EMPLOYMENT: As per School Calendar and Board approved hours

GENERAL RESPONSIBILITIES:

To make all meal transactions via point of sale terminal at assigned in an accurate, friendly, and professional manner and to maintain all records for customer accounts and monies collected and deposited. Help with any assigned food preparation and service task when not undertaking cashier functions.

PERFORMANCE RESPONSIBILITIES:

1. Assume responsibility for lunchroom receipts
2. Maintain student meal accounts accurately
3. Operates the point of sale terminal during meal time making sure that each customer's account is appropriately accessed and charged
4. Enters all point of sale transactions correctly
5. Is responsible for sending notes on delinquent accounts and collecting all food service money
6. Relates to students, parents and teachers in a polite, factual, and professional manner



7. Totals daily cash receipts
8. Prepared food service reports
9. Prepare the daily deposit ticket accurately
10. Inspects the deposit receipt from the bank for accuracy
11. May be assigned to go to the bank to make deposit for a number of schools
12. Understands and practices standards of sanitation, quality control, and customer service
13. Beginning and end of day computer activities are rotated where multiple cashiers are assigned
14. Before, after and between serving times, and when not responsible for beginning and end of day computer activities, assist in other meal preparation and kitchen activities as assigned by Head Cook
15. Responsible for ordering and inventory of cashier and computer supplies
16. Responsible for the organization, filing and storage of all meal count and cash reports as required by the school district, state and federal guidelines.
17. Helps to keep floors and walls clean of spills and trash
18. Cleans and helps to maintain equipment and reports needed maintenance of equipment to Head Cook
19. Will participate in the School District Risk Management Plan and if necessary serve on the District or Food Service Safety Committee
20. Complies with food service dress code
21. Performs other duties, which may be assigned by the Head Cook or Food Service Director

EVALUATION: Performance of this job will be evaluated annually



FOOD SERVICE DRIVER

Purpose Statement

Historically, the District had a warehouse. The courier was a part of the warehouse. Once the warehouse was disseminated, it was no longer a viable position.

Reports To

Food Service Director

Qualifications

- Ability to read, write, and speak English
- High School diploma or equivalent
- Hold a valid Illinois driver's license
- Hold a valid Illinois food sanitation certificate
- Posses a good driving record without recent moving violations
- Ability to follow and read map/delivery routes
- Must be able to operate district delivery vehicles and lift gates safely and efficiently
- Must have the ability to see and hear within normal ranges (with correction)
- Must be physically able to work in extreme heat and hold and to stand for long periods of time
- Must have the manual dexterity, stamina, and strength to lift and carry objects weighing up to 50 pounds
- Basic knowledge of food and supply warehousing and operation of related machinery as needed
- Must be able to perform basic mathematical functions (addition, subtraction, multiplication, division)
- Ale to relate to staff and students in a positive manner
- Able to work effectively as part of a team
- Is cooperative and follows directions
- Must be self-motivated and possess good judgment, organizational skills, trustworthiness, flexibility, and emotional maturity
- Such additions to the above qualifications as the Board of Education or Food Service Director may find appropriate and acceptable.

PERFORMANCE RESPONSIBILITIES

- Deliver food and food service supplies to school sin a safe and timely manner
- Deliver and pick up interoffice mail and USPS items from individual school offices
- Pick up and deliver (as needed) to the IKAN Regional Office and RAAC and SALT Programs located in the 1-KAN building
- Summer work may include the following: food delivery for summer programs, trips to the post office, 1-KAN office, cleaning vents, warehouse food service duties
- Deliver food service equipment, catering supplies, and foods as needed to District schools/kitchens



- Maintain the cleanliness and order of the designated food service department areas of the “warehouse” and garage
- Keep assigned vehicles clean and appropriately serviced. Cab and box should be free of personal items and litter at all times
- Follows all District safety measures regarding vehicles: Doors locked, Keys not left in vehicles, Vehicle is not left unattended, Vehicle is not left running when unattended
- Comply with Food Service Department dress code
- Performs other duties as assigned by the Food Service Director

EVALUATION

Performance of this job will be evaluated on an annual basis



CAFETERIA HELPER

NATURE & SCOPE OF POSITION:

The position of Cafeteria Helper is established for the purpose of providing support to the District food service program by preparing and serving food, receiving payments and maintaining food service facilities in a safe and sanitary condition.

REPORTS TO: Cook, Head Cook, Director of Food Service

QUALIFICATIONS:

- High school diploma or G.E.D. equivalent
- Have a minimum 6 months paid or unpaid experience in a kitchen, preferably in a school district
- Ability to read, write, and communicate effectively in English
- Ability to see and hear within normal ranges with correction
- Hold a current Illinois Food Services Manager Sanitation Certification
- Have working knowledge of health and safety, sanitation and maintenance rules and regulations as they relate to non-commercial/school food service establishments, kitchens and equipment
- Have working knowledge of State and Federal National School Lunch and Breakfast program guidelines and regulations. Ability to learn and apply State and Federal guidelines and regulations for other food service programs, such as Head Start and/or snack programs as required
- Ability to complete math problems involving simple fractions and decimals
- Ability to understand food recipe measurements and convert recipes to meet production requirements
- Have the ability to meet schedules and time lines
- Have the ability to work independently with little direction
- Have the ability to learn and effectively operate point of sale computers
- Must be physically able to work in extreme heat and cold and stand for long periods of time. Must have manual dexterity, stamina and strength to lift and carry objects weighing up to 35 pounds. Must be able to work with a variety of cleaning agents
- Must be self-motivated having good judgment, honesty, flexibility, organizational skills and emotional maturity
- Work effectively as part of a team and follow directions
- Ability to assume duties of Cook or Head Cook if necessary
- Alternatives to the above qualifications as the District or Food Service Director may find appropriate and acceptable

PERFORMANCE RESPONSIBILITIES INCLUDE BUT ARE NOT LIMITED TO:

- Follow standardized recipes using correct weights and measures
- When requested by the Head Cook/Manager, assist in preparing menu items for the day so that all students receive the proper servings and meal offerings with minimal leftovers



- Understand and follow all State and Federal guidelines for the National School Lunch and Breakfast programs
- Ensure that serving lines have correct serving utensils and all portion sizes served to students and staff are correct and in full compliance with all State and Federal guidelines
- Ensure that all serving stations are fully stocked with food prior to each serving period and maintained throughout each serving period
- Monitor correct holding temperatures of food
- Operate point of sale terminal during meal periods, as assigned
- Assist in the receiving of food items and/or supplies and place them in designated areas
- Inspect kitchen area daily to assure compliance with health, safety and sanitation requirements and regulations
- Clean, organize and maintain equipment and facilities
- Assist in the preparation, cooking and serving food according to standardized recipes and established food preparation procedures for the purpose of meeting mandated nutritional and projected meal requirements as well as providing students and staff with food of high nutritious quality
- Attend in-service training, workshops, etc. for the purpose of gathering information required to perform job functions
- Serve as a role model for students and staff in demonstrating positive attitudes, effective work ethic and customer service
- Work effectively as part of a team, establishing a good working environment and productive working relationships with fellow employees
- Ability to manage multiple tasks with frequent interruptions, use time efficiently, demonstrate attention to detail, follow instructions and respond to management direction
- Ability to maintain confidentiality in all aspects of the job
- Must be self-motivated and have food judgment, trustworthiness, flexibility, good organizational skills and emotional maturity
- Follow the food service department dress code
- Perform other duties as assigned by the Head Cook, Cook or Director of Food Services

TERMS OF EMPLOYMENT: Per School Calendar and Board approved hours

EVALUATION: Annually



36


SEIU LOCAL 73
Food Service Employees
2022-2026

ARTICLE XXI
DURATION OF CONTRACT

It is further stated and agreed that this contract is in force for the period from its ratification to the Board of Education No. 111, Kankakee, Illinois up to and including June 30, 2026

Signatures:

KANKAKEE SCHOOL DISTRICT NO. 111

BY: 
TITLE: Board President

DATE: 12/12/2022

BY: 
TITLE: Board Secretary

DATE: 12/12/22

SEIU LOCAL 73
Food Service Employees
2022-2026

ARTICLE XXI
DURATION OF CONTRACT

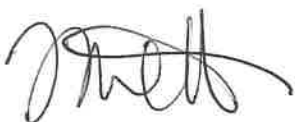
It is further stated and agreed that this contract is in force for the period from its ratification t the Board of Education No. 111, Kankakee, Illinois up to and including June 30, 2026

Signatures:

KANKAKEE SCHOOL DISTRICT NO. 111

BY: 
TITLE: Board President

DATE: 12/12/2022

BY: 
TITLE: Board Secretary

DATE: 12/12/22

SEIU LOCAL 73
Food Service Employees
2022-2026

ARTICLE XXI
DURATION OF CONTRACT


It is further stated and agreed that this contract is in force for the period from its ratification to the Board of Education No. 111, Kankakee, Illinois up to and including June 30, 2026

Signatures:

KANKAKEE SCHOOL DISTRICT NO. 111

BY: 
TITLE: Board President

DATE: 12/12/2022

BY: 
TITLE: Board Secretary

DATE: 12/12/22

ARTICLE XXI

DURATION OF CONTRACT

It is further stated and agreed that this contract is in force for the period from its ratification by the Board of Education of District No. 111, Kankakee, Illinois up to and including June 30, 2026.

Signatures:

KANAKAKEE SCHOOL DISTRICT NO. 111

BY: *Jusa Melburn*
TITLE: *President*

DATE: *9/21/22*

BY: *Cindy S. Nighe*
TITLE: *Vice President*

DATE: *10/3/22*

SERVICE EMPLOYEES INTERNATIONAL UNION, LOCAL NO. 73

BY: *[Signature]*
TITLE: *President*
SECRETARY - TREASURER

DATE: *7/23/22*

BY: *[Signature]*
TITLE: *Assistant Division Director*

DATE: *9/12/22*

BY:
TITLE: *Committee*

DATE:

ARTICLE XXI

DURATION OF CONTRACT

It is further stated and agreed that this contract is in force for the period from its ratification by the Board of Education of District No. 111, Kankakee, Illinois up to and including June 30, 2026.

Signatures:

KANAKAKEE SCHOOL DISTRICT NO. 111

BY: *Jessie Milburn* DATE: *11/14/22*
TITLE: *President*

BY: *Cindy S. Meier* DATE: *11/15/22*
TITLE: *Vice President*

SERVICE EMPLOYEES INTERNATIONAL UNION, LOCAL NO. 73

BY: *[Signature]* DATE: *7/23/22*
TITLE: *President*
SECRETARY - TREASURER

BY: *[Signature]* DATE: *9/12/22*
TITLE: *Assistant Division Director*

BY: DATE:
TITLE: *Committee*

ARTICLE XXI

DURATION OF CONTRACT

It is further stated and agreed that this contract is in force for the period from its ratification by the Board of Education of District No. 111, Kankakee, Illinois up to and including June 30, 2026.

Signatures:

KANAKAKEE SCHOOL DISTRICT NO. 111

BY: *Josa Milburn*
TITLE: *President*

DATE: *11/14/22*

BY: *Andy S. Wijn*
TITLE: *Vice President*

DATE: *11/15/22*

SERVICE EMPLOYEES INTERNATIONAL UNION, LOCAL NO. 73

BY: *[Signature]*
TITLE: *President*
SECRETARY - TREASURER

DATE: *7/23/22*

BY: *[Signature]*
TITLE: Assistant Division Director

DATE: *9/12/22*

BY:

DATE:

TITLE: Committee