

## REGIONAL SCHOOL UNIT 19

TO: RSU 19 Board of Directors  
FR: Robin McNeil / Mike Hammer  
DT: June 16, 2020  
RE: **Policy Committee Virtual Meeting Agenda**



DAY: **WEDNESDAY**  
DATE: **June 24, 2020**  
TIME: 6:30 PM  
PLACE: ZOOM

Join Zoom Meeting

<https://zoom.us/j/97781464304?pwd=MIV5VDg0STFqb1NDWnpDSUtoYWQvUT09>

### AGENDA

- I. **Public Comment**
  
- II. **Job Descriptions**
  - A. Security Monitor
  - B. Dishwasher/Stocker
  
- III. **Other**
  
- IV. **Adjournment**

**A.D.A. Notice:** If you have a special need that must be met to allow you to fully participate in this meeting, please contact the Office of the Superintendent at least two (2) days prior to this meeting.

POSITION: High School Campus Security Monitor

LOCATION: Bangor High School

QUALIFICATIONS:

1. High school diploma or equivalent.
2. Maine authorization as an Ed Tech I (or higher).
3. Ability and interest in supervising young people.
4. Ability to make good judgments relative to student and visitor behavior.
5. Ability to follow safety and security protocols established by school administrators.
6. Ability to interact with campus visitors in support of safety and security.

**PHYSICAL**

QUALIFICATIONS:

1. Visual acuity to include color, depth perception & field of vision with/without correction.
2. Sufficient auditory function to hear phones, pager, instrument and/or system alarms.
3. Ability to communicate verbally with others - including phone and radio equipment.
4. Manual dexterity in the operation of a computer.
5. Ability to sit or stand for prolonged periods of time.
6. Ability to complete repetitive motions including bending, stooping, reaching, and walking.
7. Ability to lift 20-25 pounds.

REPORTS TO: Building Principal

WORK YEAR: 181 days

COMPENSATION: As specified by Policy GDB-4

JOB GOAL: To assist with campus safety and security through the monitoring of student and visitor behavior and the following of established security protocols.

**PERFORMANCE RESPONSIBILITIES:**

1. Ensures the safe crossing of students to and from the student parking lot at arrival and dismissal.
2. Monitors the main entrance(s) during arrival and dismissal.
3. Communicates frequently with other security personnel.
4. Communicates with the main office regarding the dismissal of students during the school day.
5. Performs security sweeps of the campus and exterior doors during the school day.
6. Monitors campus visitors to help ensure that safety and security practices are followed.
7. Responds as directed by administration to other matters of safety and security during the school day.
8. Performs such other duties, consistent with this position, as may be assigned by the Principal or designee.

ISSUED: July 17, 2019



REGIONAL SCHOOL UNIT 19

JOB DESCRIPTION

**TITLE:**                   **Dishwasher/Stock**

**QUALIFICATIONS:** 1.     High School Diploma  
                          2.     Knowledge of procedures used in food sanitation  
                          3.     Demonstrated aptitude for assigned responsibilities  
                          4.     Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

**REPORTS TO:**         Head Cook/Kitchen Manager

**JOB GOAL:**           To serve the students by thoroughly cleaning and sanitizing meal trays and serving equipment in an atmosphere of efficiency, support and warmth. To assist in the receiving and storage of delivered food supplies.

**PERFORMANCE DUTIES AND RESPONSIBILITIES:**

1.     Assists in the daily cleanup of the dishwashing and service areas. Wash and sanitize trays, pots, pans, counters, all food service areas.
2.     Performs major cleaning of dishwasher, storerooms, pulper room at regularly scheduled intervals as designated by the Kitchen Manager.
3.     Assumes responsibility for disposal of unused foods.
4.     Assists in receiving and storage of food and supply deliveries. Rotating stock on shelves in freezer, cooler and dry storeroom
5.     Attends all training required for employment.
6.     Obtain fingerprints and all other credentials necessary for employment.
7.     Completes such other duties and such other responsibilities as may be required by the Kitchen Manager and/or Director Child Nutrition.

**EQUIPMENT USED:**

All hand and power equipment necessary for the practice of ware washing and sanitation.

All hand and pushed equipment for the moving of food supplies.

(dish washer, ware washing equipment and dispensers, pulper equipment, hand trucks and dollies.)

## PERFORMANCE RESPONSIBILITIES

Storage of food items from deliveries – lifting cases up to 40 lbs., using the buddy system if over 40 lbs.

Retrieving food stock from refrigerators and freezers and bring into kitchen for preparation.

Washing and sanitizing lunch trays and service equipment.

Cleaning and sanitizing dish machine and ware washing areas.

## WORKING CONDITIONS:

### Mental Aspects:

calculating, implementing, communicating, assisting

### Physical Aspects

operating (hand & power equipment)  
connecting (equipment to power sources)  
lifting (maximum of 40 lbs.)  
pulling

### Environmental Conditions

Inside/outside  
slippery surfaces  
work around moving objects  
works alone/with others  
heat/cold (dishwasher/freezer)

TERMS OF EMPLOYMENT: Salary and work year to be established by the Board.

EVALUATION: Performance of this job will be evaluated annually by the Director of Food Services.

Note: This job description is subject to ongoing review and/or revision.

Updated 03/03/2020

## REGIONAL SCHOOL UNIT 19

### JOB DESCRIPTION

TITLE: **Dishwasher/Stocker**

QUALIFICATIONS: 1. High School Diploma  
2. Knowledge of procedures used in food sanitation  
3. Demonstrated aptitude for assigned responsibilities  
4. ~~Such alternatives to the above qualifications as the Board may find appropriate and acceptable.~~

REPORTS TO: ~~Head Cook/Kitchen Manager~~ Senior Kitchen Manager

JOB GOAL: To ~~serve the students~~ maintain the cleanliness of the kitchen by thoroughly cleaning and sanitizing meal trays and serving equipment in an atmosphere of efficiency and support. ~~and warmth~~. To assist in the receiving and storage of delivered food supplies.

#### PERFORMANCE DUTIES AND RESPONSIBILITIES:

1. Assists in the daily cleanup of the dishwashing and service areas. Wash and sanitize **all** trays, pots, pans, counters, **and all** food service areas.
2. Performs major cleaning of dishwasher, storerooms, **and** pulper room at regularly scheduled intervals as designated by the **Senior** Kitchen Manager.
3. Assumes responsibility for disposal of unused foods.
4. Assists in receiving and storage of food and supply deliveries. Rotating **es** stock on shelves in freezer, cooler, and dry storeroom **as deemed necessary by the Senior Kitchen Manager**.
5. Attends all training required for employment.
6. Obtains **fingerprints** CHRC Certification and **all any other** credentials **that may become** necessary for employment.
7. Completes such other duties and such other responsibilities as may be required by the **Senior** Kitchen Manager and/or Director Child Nutrition.

EQUIPMENT USED:

All hand and power equipment necessary for the practice of ware washing and sanitation.

All hand and pushed equipment for the moving of food supplies **to include, but not limited to** dish washer, ware washing equipment and dispensers, pulper equipment, hand trucks and dollies.

#### PERFORMANCE RESPONSIBILITIES

Storage of food **and supply** items from deliveries – lifting **of** cases up to 40 lbs., using the buddy system if over 40 lbs.

Retrieving food stock from refrigerators and freezers and bringing **ing** into the kitchen for preparation.

Washing and sanitizing lunch trays and service equipment.

Cleaning and sanitizing dish machine and ware washing areas.

#### WORKING CONDITIONS:

##### Mental Aspects:

calculating, implementing, communicating, assisting

##### Physical Aspects

operating (hand & power equipment)  
connecting (equipment to power sources)  
lifting (maximum of 40 lbs.)  
pulling

##### Environmental Conditions

inside/outside  
slippery surfaces  
work around moving objects  
works alone/with others  
heat/cold (dishwasher/freezer)

TERMS OF EMPLOYMENT: **Salary** **Hourly rate** and work year to be established by the Board.

EVALUATION: Performance of this job will be evaluated annually by the Senior Kitchen Manager and/or Director of Food Services.

Note: This job description is subject to ongoing review and/or revision.

Updated 06/16/2020