



California  
School  
Employees  
Association

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Adam Weinberger  
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Member of the AFL-CIO

The nation's largest  
independent classified  
employee association



April 19, 2023

**Via Electronic Mail:**

Irlanda Lopez, President  
CSEA Cerritos Chapter 161

Re: Memorandum of Understanding (MOU) – Dishwasher Conversion

Dear President Lopez:

I have received the attached MOU regarding the above-referenced matter between the Cerritos Community College District and California School Employees Association and its Cerritos Chapter 161.

It has been reviewed in accordance with Policy 610. I have found no apparent violation of law, CSEA's Constitution and Bylaws, or Policy.

Ratification for this MOU *is* required. Please provide your Labor Relations Representative with the ratification date so that we may update our records.

*Please ensure your chapter complies with the Ratification Meeting requirements as identified in your chapter constitution and Policy 610 Ratification Notice.*

I would like to take this opportunity to acknowledge the time and effort spent by you and the Negotiating Committee in negotiations. Your involvement and dedications are truly appreciated.

Please feel free to contact my office at (626) 258-3340 or [hlim@csea.com](mailto:hlim@csea.com) if you have any questions or concerns.

Sincerely,

CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION

Heng Lim  
Field Director

HL/ep

Enclosure

c: Jody Grenier, Region 35 Representative; Ivan Pastrano, Area G Director;  
Jerome Wilson, Labor Relations Representative

1 **MEMORANDUM OF UNDERSTANDING**  
2 **BETWEEN**  
3 **CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION AND ITS CHAPTER #161**  
4 **AND**  
5 **CERRITOS COMMUNITY COLLEGE DISTRICT**  
6 March 24, 2023  
7

8 Cerritos Community College District and California School Employees Association and its  
9 Chapter #161, hereinafter known as the parties, have met and conferred regarding the Pot  
10 Washer/Dishwasher Kitchen Technician.

11  
12 The Parties have agreed that the Pot Washer/Dishwasher Kitchen Technician classification will  
13 replace the former classification Dishwasher Pot Washer. In addition, the parties agree to  
14 amending the salary grade from the existing Grade 10 to Grade 28.  
15

16 Further, the Parties have reviewed and have mutually agreed to the Job Description of Pot  
17 Washer/Dishwasher Kitchen Technician as attached herein.  
18

19 **For the District:**

20   
21 Mercedes Gutierrez (Mar 29, 2023 16:20 PDT)

22 Dr. Mercedes Gutierrez  
23 Vice President, Human Resources/  
24 Assistant Superintendent  
25

**For CSEA:**

  
Irlanda Lopez (Apr 17, 2023 09:34 PDT)

Irlanda Lopez  
CSEA President



Jerome Wilson  
CSEA Labor Relations Representative

Position: Pot washer/Dishwasher Kitchen Technician <del>Steward—Pot &amp; Dish Washer</del>	Salary Grade: 4-28
	BD: xx/xx/2023

### Summary

The position of Pot washer/Dishwasher Kitchen Technician ~~Steward—Pot & Dish Washer~~ maintains dishes, pots, pans, and plateware along with work area, equipment, and floors in a sanitary condition.

### Distinguishing Career Features

The Pot washer/Dishwasher Kitchen Technician ~~Steward—Pot & Dishwasher~~ is a service level position requiring the ability to wash items within established food production timelines and to sanitation standards. This position also requires the physical ability to perform the duties on a sustained basis.

### Essential Duties and Responsibilities

- Receives and prepares dishware, utensils, and pots for washing. Busses dishware, utensils and related items from dining areas. Separates and removes food and trash and places in designated containers.
- Organizes and loads machine washers to effectively use space and maintain sanitation standards.
- Washes plateware, flatware and glasses in dish machine to ensure complete cleanliness and sanitation.
- Checks washers for proper working order and cleaning temperatures. Maintain temperatures and chemical levels to standards. Notifies ~~supervisors~~ instructors of temperature variations.
- Hand washes utensils, pots, pans, trays with a 3 compartment sink to ensure complete cleanliness and sanitation using proper safety and sanitation standards. ~~the same temperature and sanitization standards as machine washers.~~
- Performs general cleanup of the washing area and kitchen spaces. Cleans spaces to standards and to avoid foot traffic slipping on surfaces.
- Cleans and sterilizes counters and food preparation areas to required standards.
- Deep cleans all walk-in refrigeration, reach-in refrigeration, and storerooms to proper safety and sanitation standards.
- Deep cleans all cooking equipment, stainless steel surfaces, and floors on a weekly basis.

- Sweeps, mops, or machine cleans floors in food prep and serving areas after each class session for safety and sanitation. May operate a commercial scrubber.
- Replenishes paper supplies and serving areas. Fills drink dispensers. Removes trash from the washing area; empties and cleans garbage cans before end of shift or as needed during every shift.
- Collects and properly stores linens between each class.
- Maintains and organizes equipment and chemical room to proper safety and sanitation standards.
- Transfers supplies and equipment between storage and work areas.
- Maintains a record of all cleaning agents Material Safety Data Sheets.
- Maintains records of washing volumes.
- Ensures compliance with outlined safety procedures and sanitation regulations.
- Maintains currency of knowledge and skills related to the duties and responsibilities.
- Performs other related duties as assigned.

**Qualifications**

▪ **Knowledge and Skills**

The position requires basic knowledge of dish washing and sanitization techniques used in commercial food preparation. Requires basic knowledge of commercial dishwashing and floor cleaning machine operating characteristics including water and temperature levels and detergents. Requires basic knowledge of safe work habits and food handling and sanitization requirements. Requires knowledge of basic arithmetic and English to read standing instructions and record production data. Requires sufficient human relations skills to work productively with food preparation staff and customers.

▪ **Abilities**

Requires the ability to employ safe work habits. Requires the ability to employ safe work habits. Requires the ability to read and use proper temperatures, soaps, and cleansing agents to comply with sanitization requirements. Requires the ability to work productively and cooperatively with others.

- **Physical Abilities**

Must be able to function effectively indoors engaged in work of an active nature. Requires the ability to stand for extended periods of time, bend, kneel, and stoop. Requires sustained lifting of light to heavy objects up to 50 pounds. Requires the ability to handle hot material and work in an environment dominated by temperature extremes. Requires sufficient hand-eye coordination to maintain pace in a production setting, to use kitchen utensils and equipment, and move and position hot materials.

- **Education and Experience**

The position requires a high school diploma or equivalent. Prefer a minimum of ~~and~~ 3 months experience ~~of experience~~ in dish washing or pot washing.

- **Licenses and Certificates**

Requires Servsafe Food Handlers certification within 30 days of employment.

**Working Conditions**

Work is performed indoors where safety considerations exist from temperature extremes, physical labor, unstable surfaces, and caustic substances.

Position: Dishwasher-Potwasher	Salary Grade: 10
	BD: 07/18/12

### **Summary**

Performs dish and pot washing and general cleaning while maintaining sanitization standards. Performs general cleaning of kitchen areas, maintaining clean and safe surfaces.

### **Distinguishing Career Features**

The Dishwasher-Postwasher is a service level position requiring the ability to wash items within established food production timelines and to sanitation standards. This position also requires the physical ability to perform the duties on a sustained basis.

### **Essential Duties and Responsibilities**

- Receives and prepares dishware, utensils, and pots for washing. Busses dishware, utensils and related items from dining areas. Separates and removes food and trash and places in designated containers.
- Organizes and loads machine washers to effectively use space and maintain sanitation standards.
- Checks washers for proper working order and cleaning temperatures. Notifies others of temperature variations.
- Hand washes utensils, pots, pans, trays using the same temperature and sanitization standards as machine washers.
- Performs general cleanup of the washing area and kitchen spaces. Cleans spaces to standards and to avoid foot traffic slipping on surfaces.
- Cleans and sterilizes counters and food preparation areas to required standards.
- Replenishes paper supplies and serving areas. Fills drink dispensers.
- Removes trash from the washing area.
- Cleans floors in food prep and serving areas. May operate a commercial scrubber.
- Maintains records of washing volumes.
- Maintains currency of knowledge and skills related to the duties and responsibilities.
- Performs other related duties as assigned.

### **Qualifications**

- **Knowledge and Skills**

The position requires basic knowledge of dish washing and sanitization techniques used in

commercial food preparation. Requires basic knowledge of commercial dishwashing and floor cleaning machine operating characteristics including water and temperature levels and detergents. Requires basic knowledge of safe work habits and food handling and sanitization requirements. Requires knowledge of basic arithmetic and English to read standing instructions and record production data. Requires sufficient human relations skills to work productively with food preparation staff and customers.

- **Abilities**

Requires the ability to employ safe work habits. Requires the ability to employ safe work habits. Requires the ability to read and use proper temperatures, soaps, and cleansing agents to comply with sanitization requirements. Requires the ability to work productively and cooperatively with others.

- **Physical Abilities**

Incumbent must be able to function effectively indoors engaged in work of an active nature. Requires the ability to stand for extended periods of time, bend, kneel, and stoop. Requires sustained lifting of light to heavy objects up to 75 pounds. Requires the ability to handle hot material and work in an environment dominated by temperature extremes. Requires sufficient hand-eye coordination maintain pace in a production setting, to use kitchen utensils and equipment, and move and position hot materials.

- **Education and Experience**

The position requires a high school diploma or equivalent and 3 months experience of dishwasher or custodial experience.

- **Licenses and Certificates**

May require a valid driver's license.

### **Working Conditions**

Work is performed indoors where safety considerations exist from temperature extremes, physical labor, unstable surfaces, and caustic substances.







# MOU-Pot-WasherDishwasher-Kitchen-Technician\_03242023

Final Audit Report


2023-04-17

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By:	Kelly Rios (krios@cerritos.edu)
Status:	Signed
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 Signer jwilson@csea.com entered name at signing as Jerome Wilson

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 Document e-signed by Jerome Wilson (jwilson@csea.com)

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