

MEMORANDUM OF UNDERSTANDING
between
SOUTH KITSAP SCHOOL DISTRICT NO. 402
and
SERVICE EMPLOYEES INTERNATIONAL UNION LOCAL 925

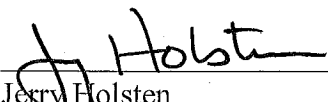
THIS MEMORANDUM OF UNDERSTANDING SETS FORTH THE FOLLOWING AGREEMENT BETWEEN SOUTH KITSAP SCHOOL DISTRICT NO. 402 AND THE SERVICE EMPLOYEES INTERNATIONAL UNION LOCAL 925 (SEIU).

The District and Union agree to recognize the following new position into the SEIU bargaining union:

Custodial Field Supervisor. This newly added position was agreed upon to be added and become part of Schedule A of the Collective Bargaining Agreement, adopted on August 2, 2018. The wage range for the 2018-2019 school year was agreed to be \$18.28 - \$19.30 and will subsequently follow the wage increases that are outlined in section 7.1 of the Collective Bargaining Agreement. The Custodial Field Supervisor will be placed in the same seniority classification as Custodian.

This Memorandum of Understanding shall be effective from the adoption date. The job description for the above-mentioned position will be attached to this Memorandum of Understanding and become part of the Collective Bargaining Agreement.

SOUTH KITSAP SCHOOL DISTRICT
NO. 402

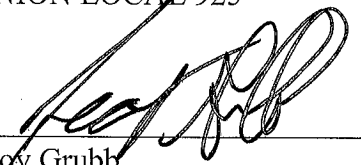


Jerry Holsten
Executive Director – HR

11/13/18

Date

SERVICE EMPLOYEES INTERNATIONAL
UNION LOCAL 925



Troy Grubb
SEIU Chapter President

11-28-18

Date

SOUTH KITSAP SCHOOL DISTRICT

Nurturing Growth • Inspiring Achievement • Building Community

CUSTODIAL FIELD SUPERVISOR - SEIU

Reports To:	F&O Assistant Director	Bargaining Unit:	SEIU
Department:	F&O	Salary Schedule:	Schedule A
Employment Type:	Classified	Salary Title:	Day Custodian
FLSA Status:	Hourly	Adoption Date:	August 2018
Hours per Day:	8.0	Revised Date:	August 2018
Days per Year:	248 (+12 Holidays) = 260		

Summary:

Supervise community use groups renting Kitsap Stadium turf field. Responsible to interact effectively with school staff, supervisors and community members to meet their expectations for stadium and field use, preparation and maintenance.

Job Tasks:

- Provide supervision of facility usage to protect the facilities, enforcing crowd control and all necessary rules and regulations required for a clean and safe stadium operation;
- Responsible for opening all facilities, setting up, putting equipment away and securing the facilities;
- Coordinate and maintain an accurate event schedule with the District Athletic Office;
- Initiate work order repairs, equipment/supply requisitions, and maintains inventory used in the operation of the stadium and fields;
- Set-up and take-down equipment needed for stadium events including press box, PA system, scoreboard, field phones, soccer, football and track equipment, stadium lighting, etc.;
- Check building and grounds for vandalism and safety hazards and take corrective action;
- Cleans/picks up stadium ground for the purpose of maintaining a clean, healthful environment;
- Cleans and Maintains stadium restrooms for the purpose of maintaining a clean, orderly environment;
- Performs overall custodial duties to ensure the upkeep of the stadium;
- Empty trash cans and discard into dumpster;
- Support district and building policies and goals as appropriate;
- This job description in no way states or implies these are the only duties to be performed by an employee in the above described job position. Custodial Field Supervisors will be required to follow any other instructions and to perform any other related duties as assigned by the appropriate administrator. South Kitsap School District reserves the right to update, revise or change this job description and related duties at any time.

Essential Requirements:

- Must be dependable and punctual in the performance of responsibilities;
- Must be able to work independently with a minimum of supervision and possess leadership skills;
- Must be able to stand, walk, push/pull, bend/stoop, handle/grasp, twist, climb, kneel, crouch, reach, hear and see;
- Must be able to use oral communication and visual acuity;
- Must be able to read and comprehend written instructions, directions regarding precautions and recommended use of chemicals, equipment or products;
- Must be willing and able to abide by safety rules/standards and wear required safety equipment;
- Must be able to lift/carry objects weighing up to 50 pounds unassisted;
- Must present a neat, clean appearance.
- Exhibits reliable attendance and punctuality in reporting to work.

Competencies:

Teamwork – Exhibits objectivity and openness to others' views; gives and welcomes appropriate feedback; contributes to building a positive team spirit; puts success of team above own interests;

Planning/Organizing – Prioritizes and plans work activities; uses time efficiently; plans for additional resources; conserves organizational resources;

Computer Skills – To perform this job successfully, an individual should have knowledge of computer operating systems;

Customer Service – Maintains professional demeanor when dealing with difficult or emotional situations; responds promptly to staff, student and public needs; solicits feedback to improve service; responds to requests for service and assistance;

Mathematical Skills – Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions and decimals;

Interpersonal Skills – Keeps emotions under control; remains open to others' ideas and tries new things; shows respect and sensitivity for cultural differences; promotes a harassment-free environment;

Oral and Written Communication – Listens and gets clarification; responds well to questions; participates in meetings; read and comprehend written and verbal instructions; writes clearly and informatively;

Professionalism – Approaches other in a tactful manner; reacts well under pressure; treats others with respect and consideration regardless of their status or position; accepts responsibility for own actions; follows through on commitments;

Quality – Demonstrates accuracy and thoroughness; looks for ways to improve and promote quality; applies feedback to improve performance; monitors own work to ensure quality;

Safety and Security – Observes safety and security procedures; reports potentially unsafe conditions; uses equipment and materials properly;

Attendance/Punctuality – Is consistently at work and on time; arrives at meetings and appointments on time;

Dependability – Follows instructions, responds to management direction; takes responsibility for own actions; meets commitments; follows policies and procedures.

Working Conditions and Physical Demands:

- Moderate physical demand, occasionally required to lift and carry up to (50) fifty pounds;
- Exposure to seasonal weather variations;
- Exposed to odor, noise, vibration, dust, chemicals and other elements but with none continuously present to the extent of being disagreeable;
- Evening or variable hours with possible schedule changes by season.

Education and Experience:

- High School graduate or equivalent;
- Prior related work experience preferred;
- Experience and ability to maintain positive public relations with all users;
- Must be able to carry out all the physical requirements of the position with or without reasonable accommodation;
- Must understand and adhere to prescribed safety procedures;
- Must be able to deal with emergencies that require administering first aid or CPR;
- Must be able to work varied hours as necessary.

Clearances:

- Washington State Patrol and FBI Fingerprint Background Clearance.

Certificates:

- First Aid and CPR Certification may be required;
- Valid Washington State Driver's License required (must be able to fulfill all traveling requirements of this position, including possessing and maintaining a valid license and automobile insurance, when using a personal vehicle for District business).

Other Requirements:

- Completed online application (with supporting documents)

Application Procedure: Complete the online application at www.skschools.org and apply to the position(s) to which you are qualified within your online application.

Submitting and completing your online application and applying to open positions ensures immediate availability of your data to our hiring administrators.

PRINCIPALS AND HIRING ADMINISTRATORS CONSIDER ONLY THOSE APPLICANTS WITH COMPLETE AND CURRENT APPLICATIONS.

Positions close at 4:00 p.m. on the final day of posting. Your online application and required District Testing (if applicable-see job posting when applying) must be submitted by the closing date for an applicant to be considered for a position.

If you need assistance with this process, please contact Human Resources at (360) 874-7074 or skjobs@skschools.org.

The South Kitsap School District #402 complies with all state and federal rules and regulations and does not discriminate in any employment, programs, or activities on the basis of sex, race, creed, religion, color, national origin, age, veteran or military status, marital status, sexual orientation, gender expression or identity, disability, or the use of trained dog guides or service animal and provides equal access to the Boy Scouts and other designated youth groups. The following employees have been designated to handle questions and complaints of alleged discrimination:

Title IX Coordinator
Jerry Holsten
2689 Hoover Ave SE
Port Orchard, WA 98366
(360) 874-7006
holsten@skschools.org

Section 504 Coordinator
Robin Christman
2689 Hoover Ave SE
Port Orchard, WA 98366
(360) 443-3627
christmr@skschools.org

Title IX Coordinator
Compliance Coordinator/ADA
Jerry Holsten
2689 Hoover Ave SE
Port Orchard, WA 98366
(360) 874-7006
holsten@skschools.org

South Kitsap School District will also take steps to assure that national origin persons who lack English language skills can participate in all education programs, services, and activities. For information regarding translational bilingual education programs, contact the Executive Director of Teaching and Learning at (360) 874-7050.

All Employees are required to furnish proof of identity and employment authorization status.

The South Kitsap School District is committed to providing a drug-free, tobacco-free environment for all persons-students, community and staff.

Any offer of employment with the South Kitsap School District is on a conditional basis pending the successful completion of an FBI and Washington State Patrol fingerprint background check.