HARFORD COUNTY PUBLIC SCHOOLS

Human Resources Office
102 S. Hickory Avenue, Bel Air, Maryland 21014
Telephone: 410-588-5238
www.hcps.org

AN EQUAL OPPORTUNITY EMPLOYER

VACANCY ANNOUNCEMENT

February 19, 2021

SATELLITE KITCHEN ASSISTANT – 6 HOUR
William Paca/Old Post Road Elementary School

Responsible for the Food and Nutrition Services operation at an assigned school and acts as a liaison between the principal in the satellite-school and the Food and Nutrition Services Manager in the production school.

DUTIES AND RESPONSIBILITIES INCLUDE

These are intended only as examples of the various types of job duties to be performed; specific position assignments will vary depending on the needs of the department. The omission of specific duties does not exclude them from the position if the work is a similar, related, or logical assignment to the position.

- Responsible for the proper receiving and handling of incoming food and equipment by checking quality, quantity, temperatures, and the condition of the food at the time of arrival.
- Responsible for informing the manager of the progress, problems, or needs of the satellite kitchen.
- Places selected food orders; informs the manager of food and supply needs.
- Assists in training and directing other Food and Nutrition Services workers at the satellite kitchen.
- Responsible for point-of-sale computer accountability.
- Assists the Food and Nutrition Services procedures as set by the health department and as instructed by the manager.
- Responsible for compliance with sanitation and Food and Nutrition Services procedures as set by the health department and as instructed by the manager.
- Maintains pleasant working relations with students, faculty, co-workers, and parents.
- Completes and maintains daily and annual inventories on food, equipment, hardware, paper, and cleaning supplies.
- Assists in planning and participates in meal promotions.
- Ensures food quality, portion control, and menus are in compliance with Food and Nutrition Services standards.
- Responsible for daily participation reports, cash reconciliation and deposits.
- Attends training classes and workshops as required.
- Performs other work-related duties as assigned.

SALARY

Salary Scale for AFSCME Food and Nutrition ($18,060)

REQUIREMENTS

- High school diploma or GED.
- Satisfactory completion of training required for kitchen assistant position.
- Able to follow written and verbal instructions.
- Meets the health department's personal hygiene standards.
- Strong written, oral and interpersonal skills.
- Physically able to perform the essential functions of the position, including the ability to lift up to 40 pounds.
- Individuals appointed to this position may be required to hold and maintain a valid driver's license to carry out the essential functions of the position.

HOW TO APPLY

Employment applications are accepted **online only**. To access the application, visit the Current Vacancies section of the HCPS website at www.hcps.org. If you have questions or require assistance to complete the online employment application, contact the Human Resources Office at 410-588-5238.

DEADLINE

Online employment applications will be accepted until **March 11, 2021.**

The Board of Education of Harford County does not discriminate on the basis of age, ancestry/national origin, color, disability, pregnancy, gender identity/expression, marital status, race, religion, sex, or sexual orientation in matters affecting employment or in providing access to programs and activities and provides equal access to the Boy Scouts and other designated youth groups.

In accordance with the requirements of Title IX of the Education Amendments of 1972 (20 U.S.C. §1681, et seq.), Harford County Public Schools does not discriminate on the basis of sex in any of its programs or activities or with regard to employment. Inquiries about the application of Title IX, and its implementing regulations to Harford County Public Schools may be referred to Dr. Paula Stanton, Harford County Public Schools Title IX Coordinator, by mail to 102 S. Hickory Avenue, Bel Air, Maryland 21014, or by telephone to 410-809-6064 or by email to Paula.Stanton@hcps.org, or the Assistant Secretary for the Office of Civil Rights in the United States Department of Education by mail to 400 Maryland Avenue, SW, Washington, DC 20202 or by telephone 1-800-421-3481, or both.

AFFIRMING EQUAL EMPLOYMENT IN PRINCIPLE AND PRACTICE