



## Human Resources Office

102 S. Hickory Avenue, Bel Air, Maryland 21014

Telephone: 410-588-5238

[www.hcps.org](http://www.hcps.org)

### VACANCY ANNOUNCEMENT

AN EQUAL OPPORTUNITY EMPLOYER

March 1, 2021

### PRODUCTION CENTER ASSISTANT Edgewood High School

To perform assigned production duties in a timely manner. Supervise employees who assist in this preparation.

#### 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 in 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.*

- Prepares protein food, fruits, vegetables and other food utilizing standard recipes, and works with the manager in planning the production of these items.
- Maintains production records or portions prepared, utilized and leftover.
- Properly stores and utilizes leftovers.
- Provides oversight of kitchen in manager's absence.
- Cleans utensils and equipment used.
- Properly operates equipment such as the convection or deck ovens, steam jacketed kettles, compartment steamers, mixers, slicers and food cutters in the most effective manner.
- Prepares food items in a timely manner to assure optimal quality at time of service.
- Oversees the utilization of food during the serving period to assure that sufficient food will be prepared and quality standards are met and maintained.
- Maintains pleasant work relations.
- Attends training classes and workshops.
- Trains others in the kitchen on proper food production methods.
- Suggests means to quality improvement.
- Performs other work-related duties as assigned.

#### SALARY

Salary Schedule for AFSCME Food and Nutrition (\$18,371)

#### REQUIREMENTS

- Satisfactory completion of training required for cook's position.
- Requires basic knowledge of food preparation for high quality distribution.
- Able to follow written and verbal instructions.
- Physically able to perform the essential functions of the position, including the ability to lift up to 40 pounds.
- 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 Job Openings section of the HCPS website at [www.hcps.org](http://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 19, 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](mailto: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**