



Human Resources Office

102 S. Hickory Avenue, Bel Air, Maryland 21014

Telephone: 410-588-5238

www.hcps.org

VACANCY ANNOUNCEMENT

AN EQUAL OPPORTUNITY EMPLOYER

March 1, 2021

SUPERVISOR OF FOOD AND NUTRITION (Vacancy Effective June 1, 2021)

This highly responsible position requires independent initiative, judgment, and decision making. The Supervisor of Food and Nutrition is required to plan, organize, and perform a variety of duties related to providing nutritional meals to the students and staff of the organization consistent with federal, state, and local regulations. Maintains the fiscal solvency of the Food Services Fund, appropriately sets food prices, controls costs, and utilizes programs to facilitate these efforts.

DUTIES AND RESPONSIBILITIES INCLUDE

These items are intended only as examples of the various types of job duties to be performed. 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.






- Develops program goals and objectives and evaluates the individual food service units' performance.
- Administers and supervises the food service programs for the school system.
- Develops and participates in programs for continuous professional growth and development of both staff and one's self.
- Implements procedures to comply with federal, state, and local nutritional, sanitation, and safety procedures.
- Plans, develops, and evaluates the system for preparing and serving food.
- Establishes a system of food merchandising and sales.
- Provides food services for special school-related activities and occasions.
- Establishes and maintains a system for the procurement of all food, non-food materials, and equipment in conformance with school system policies and procedures.
- Develops and implements a system for budgeting and financial control to include financial reporting in conformance with school system policies and procedures.
- Establishes and maintains effective working relationships with all departments and schools system-wide.
- Promotes and maintains an effective communications and public information program.
- Participates in planning facilities and developing equipment specifications for school system kitchens and cafeterias.
- Initiates food service management research, innovative programs, and technological advances.
- Directs and manages the maintenance, repair, and replacement of all food and nutrition equipment.
- Coordinates the processing of applications for the Free and Reduced Meal (FARMs) program.
- Advises the Superintendent of Schools and Assistant Superintendent for Business Services on matters relating to school food and nutrition.
- Makes presentations to the Board of Education and others as required.
- Maintains confidentiality of information.
- Performs other work-related duties as assigned.

SALARY

Salary range based on the FY 2020-2021 AHCATSP Salary Schedule for Non-Certified Administrative, Technical and Supervisory Professionals.

- Grade I - Salary Range: \$108,975 - \$131,662

REQUIREMENTS

-  Bachelor's degree from an accredited college or university which includes 24 hours of coursework in nutrition, food service management, or business management; or be licensed to practice as a registered dietitian in the State of Maryland.
-  Four years of successful food service management experience. Preference may be given for relevant experience in a public school system participating in the federal breakfast and lunch programs.
-  Credentialed as a School Nutrition Specialist (SNS) preferred.
-  Proficient in Microsoft Office software programs including Excel, Word and PowerPoint.
-  Excellent written and oral communication skills.

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. If you have questions or require assistance to complete the online employment application, contact the Human Resources Office at 410-588-5238.

DEADLINE

Online applications will be accepted for this vacancy until **Friday, March 12, 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.

This document is available in alternative form upon request. To request disability-related reasonable accommodations, please notify a staff member in the Human Resources Office at the time you are contacted for an interview.

AFFIRMING EQUAL EMPLOYMENT IN PRINCIPLE AND PRACTICE