



Human Resources Office

102 S. Hickory Avenue, Bel Air, Maryland 21014

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www.hcps.org

November 18, 2024

AN EQUAL OPPORTUNITY EMPLOYER

VACANCY ANNOUNCEMENT

HCPS is committed to recruiting and retaining effective and diverse educators and staff to build a climate of student success and improve learning experiences for every child in every classroom.

SATELLITE KITCHEN ASSISTANT Riverside 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 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.

- ☺ 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

- ☺ This is a ten-month position. Salary range based on the FY 2024-2025 AFSCME Salary Schedule for Food Service - Satellite Kitchen Assistant Personnel. Starting Salary: \$23,593 – Maximum Earnings Potential \$34,655.
- ☺ Full salary schedules can be found at <https://www.hcps.org/departments/humanresources/vacancies.aspx>.
- ☺ HCPS offers an expansive benefits package including medical, vision, dental, life insurance, retirement savings, pension, paid time off, and more.
- ☺ For a complete list of benefits, please visit the Employment Benefits section: <https://www.hcps.org/departments/HumanResources/Default.aspx>
- ☺ FLSA: Non-Exempt

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 Employment Opportunities 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 December 1, 2024**.

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: Involving **students, refer to:** Ken Miller, [102 South Hickory Avenue, Bel Air, MD 21014](mailto:Ken.Miller@hcps.org) at (410) 375-0408 or Kenneth.Miller@hcps.org; Involving **all other members of the school community, refer to:** Renee McGlothlin, [102 South Hickory Avenue, Bel Air, MD 21014](mailto:Renee.McGlothlin@hcps.org) at (410) 809-6087 or Renee.McGlothlin@hcps.org. Discrimination complaints may also be filed with other agencies, such as the Office of Civil Rights in the United States Department of Education. Assistant Secretary for the Office of Civil Rights: 400 Maryland Avenue, SW, Washington, D.C. 20202, 1-800-421-3481. For updated information on the Board of Education, visit www.hcps.org.

AFFIRMING EQUAL EMPLOYMENT IN PRINCIPLE AND PRACTICE