



Human Resources Office

102 S. Hickory Avenue, Bel Air, Maryland 21014

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www.hcps.org

VACANCY ANNOUNCEMENT

AN EQUAL OPPORTUNITY EMPLOYER

January 14, 2025












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.

GENERAL FOOD & NUTRITION SERVICES WORKER – 6 HOUR North Harford Middle School







To perform duties that may involve cashiering, food preparation, set-up and service, dining room assistance and/or cleaning of kitchen equipment and facilities for breakfast and lunch.

ESSENTIAL DUTIES AND RESPONSIBILITIES MAY INCLUDE






These items 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.

-  Assists in preparation of all food under the direction of the manager or cook.
-  Washes, sanitizes and air dries work tables, dining room tables, pots, pans, dishes, serving utensils, and flatware.
-  Dismantles, washes and air dries serving areas.
-  Sweeps and mops floor in designated areas.
-  Serves breakfast and/or lunch.
-  Cashiers at breakfast and/or lunch.
-  Assists in proper storage of deliveries and leftovers.
-  Maintains pleasant working relations with students, faculty, co-workers, and parents.
-  Operates and cleans dishmachine.
-  Attends training classes and workshops.
-  Performs other work-related duties as assigned.

SALARY

-  This is a full-time ten-month position. Salary range based on General Worker – 6 Hour grade of the FY 2024-2025 AFSCME Salary Schedule for Food Service Employees Personnel. Starting Salary: \$19,149– Maximum Earnings Potential \$28,903.
-  Full salary schedules can be found at the bottom of the Current Vacancies webpage <https://www.hcps.org/departments/humanresources/vacancies.aspx>
-  HCPS offers an expansive benefits package including individual and family 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 of the Human Resources webpage: <https://www.hcps.org/departments/HumanResources/Default.aspx>
-  For more information on holidays and paid time off, please refer to the Holidays and Leave Provisions sections of the AFSCME Negotiated Agreement: <https://www.hcps.org/boe/collectivebargaining.aspx>
-  FLSA: Non-Exempt

TRAINING AND EXPERIENCE REQUIRED

-  Satisfactory completion of Basic Sanitation Course.
-  Able to follow written and verbal instructions.
-  Meets health department personal hygiene standards.
-  Physically able to perform the essential functions of the job to include lifting 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 January 26, 2025.

The Board of Education of Harford County is committed to providing an inclusive and welcoming environment for all employees and applicants. We adhere to the principles of equal opportunity in all aspects of employment and do not discriminate on the basis of race, color, national origin, sex (including pregnancy and related conditions, sexual orientation, and gender identity), religion, disability, age, genetic information, or any other characteristic protected by applicable federal, state, or local laws.

In accordance with Title IX of the Education Amendments of 1972, Title VI of the Civil Rights Act of 1964, and Title VII of the Civil Rights Act of 1964, the Board of Education of Harford County prohibits discrimination based on sex, race, color, national origin, religion, or any other protected characteristic in any program or activity it operates. The Board of Education of Harford County encourages applications from all qualified individuals.

Inquiries or concerns about your rights related to Title IX can be directed to our Title IX Coordinator, Dr. Eric Davis, at 102 South Hickory Ave, Bel Air, MD 21014, 410-588-5202, or TitleIX@hcps.org. Inquiries related to your rights under Title VI or Title VII can be directed to our Coordinator of Investigations, Ms. Renee McGlothlin, at 410-809-6087 or Renee.McGlothlin@hcps.org. Harford County Public Schools' non-discrimination policy can be accessed here: [NON-DISCRIMINATION POLICY: \(hcps.org\)](#) and found on the HCPS website under Board of Education Policies and Procedures. Harford County Public Schools' non-discrimination statement can be accessed here: [NON-DISCRIMINATION STATEMENT: \(hcps.org\)](#) and found on HCPS' homepage.

AFFIRMING EQUAL EMPLOYMENT IN PRINCIPLE AND PRACTICE