



Human Resources Office

102 S. Hickory Avenue, Bel Air, Maryland 21014

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www.hcps.org

VACANCY ANNOUNCEMENT

AN EQUAL OPPORTUNITY EMPLOYER

March 3, 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.

PRODUCTION CENTER ASSISTANT Havre de Grace Middle/High School




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

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.






-  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

-  This is a full-time ten month position. Salary range based on GRADE 1 of the FY 2024-2025 AFSCME Salary Schedule for Food Service Employees-Production Center Assistant Personnel. Starting Salary: \$23,999– Maximum Earnings Potential \$35,233. Those who are entering or returning to employment with Harford County Public Schools will begin on Step 1.
-  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.

TRAINING AND EXPERIENCE REQUIRED

-  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 UNION Negotiated Agreement:
<https://www.hcps.org/boe/collectivebargaining.aspx>
-  FLSA: Non-Exempt

-  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 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 March 16, 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