

VACANCY ANNOUNCEMENT

AN EQUAL OPPORTUNITY EMPLOYER

May 5, 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.

Food and Nutrition Services Manager Food and Nutrition Services Southampton Middle School






Position Summary : To assure compliance with the directives and operating procedures of the Department of Food and Nutrition Services. Supervises cooks, lead persons, general food service workers, per diems, and substitutes, and provides leadership in area of assignment. Provide nutritious, attractive meals in the school cafeteria in an atmosphere of efficiency, cleanliness and friendliness.


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.







-  Supervises and participates in preparation and service of food.
-  Supervises the storage and receiving of food and supplies.
-  Ensures that menus set by the Food and Nutrition Services Office are followed without deviation.
-  Oversees and participates in cleaning of kitchen, serving, storage, and dining areas.
-  Checks equipment to be sure all is in working order and notifies proper authority when repairs or replacements are needed.
-  Maintains accurate records on food and supplies received and used.
-  Keeps accurate employee time records.
-  Plans work schedules and arranges for substitutes at prep school and satellites.
-  Visit satellite schools to assure that each is in full compliance.
-  Complete inventory and orders for hardware, cleaning supplies, and equipment.
-  Evaluates employees at prep and satellite schools and, where justified, recommends promotions or, if necessary, disciplinary action.
-  Accurately completes paperwork to meet deadlines.
-  Coordinates training and orientation of new employees.
-  Communicates Food and Nutrition Services directives and policies (changes) to assigned personnel and assures compliance.
-  Assures food quality and portion control are in compliance with Food and Nutrition Services standards.
-  Serves as liaison with Department of Food and Nutrition Services and central staff, should directives require clarification.
-  Assures compliance with all sanitation and health requirements set by the state health department and the Food and Nutrition Services Office.
-  Assumes responsibility for point of sale computer accountability.
-  Participates in promotions and lends support to satellite units during same.

ESSENTIAL DUTIES AND RESPONSIBILITIES SPECIFIC TO HCEA-ESP MAY INCLUDE






-  Assumes responsibility for ordering.
-  May be responsible for setting up special events outside of school time.
-  Reconciles problems growing out of interaction of staff members.
-  Maintains pleasant working relations with students, faculty, co-workers, and parents.
-  Responsible for daily participation reports and cash reconciliation and deposits.

-  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 MG1 of the FY 2024-2025 AHCATSP Salary Schedule for Food and Nutrition Manager Personnel. Starting Salary: \$40,127– Maximum Earnings Potential \$52,947. 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.
-  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 AHCATSP Negotiated Agreement:
<https://www.hcps.org/boe/collectivebargaining.aspx>
-  FLSA: Non-Exempt

TRAINING AND EXPERIENCE REQUIRED

-  High school diploma or GED.
-  Satisfactory completion of training required for manager's position. Must possess a valid driver's license.
-  Able to follow written and verbal instructions.
-  Meets health department personal hygiene standards. Strong written and interpersonal skills.
-  Physically able to Perform the essential functions of the job including the ability to lift up to 40 pounds.

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 5/18/2025.

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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