



## Human Resources Office

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[www.hcps.org](http://www.hcps.org)

## VACANCY ANNOUNCEMENT

AN EQUAL OPPORTUNITY EMPLOYER

June 16, 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.

### **Satellite Kitchen Assistant Food and Nutrition Services William S. James Elementary School**

Position Summary : 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.








#### **ESSENTIAL DUTIES AND RESPONSIBILITIES MAY INCLUDE**

*These 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.*







-  Responsible for the proper receiving and handling of incoming food and equipment by checking quality, quantity, temperatures, and the condition of 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.

## SALARY

### OTHER RESPONSIBILITIES:

-  Performs other work-related duties as assigned
-  This is a full-time ten-month position. Salary range based on SKA6 lane of the FY 2024-2025 AFSCME Salary Schedule for Food Service Personnel. Starting Salary: \$23,593–Maximum Earnings Potential \$34,655. 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 AFSCME 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 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](http://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 filled.

*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.*

Position

Date

*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](mailto: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](mailto: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**