

AN EQUAL OPPORTUNITY EMPLOYER



Harford County Public Schools

Human Resources Office
102 S. Hickory Avenue, Bel Air, Maryland 21014
Telephone 410-588-5238

PERSONNEL VACANCY

Please Post In Office & Cafeteria

FOOD AND NUTRITION SERVICE COOK

LOCATION:

Havre de Grace High School

**POSITION
SUMMARY:**

To perform assigned cooking and/or baking duties in a timely manner. Supervise employees who assist in this preparation

**ESSENTIAL
FUNCTIONS
INCLUDE:**

These 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.

- Prepares protein foods, fruits, vegetables and other foods utilizing standard recipes, and works with manager in planning the production of these items
- Maintains production records or portions prepared, utilized and leftover
- Properly stores and utilizes leftovers
- Performs manager's responsibilities in his/her 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
- Maintains pleasant working relations
- Attends training classes and workshops
- Trains others in the kitchen on proper food production methods
- Performs other duties as assigned

SALARY:

Step 1 of the Salary Schedule for Food Service Employees - Cook (\$13,919)

REQUIREMENTS:

- Satisfactory completion of training required for cook's position.
- Requires a basic knowledge of food prep for high quantity distribution.
- Able to follow written and verbal instructions
- Physically able to perform essential functions of the job.

DEADLINE:

Applications must be returned to the Human Resources Office no later than Friday, September 10, 2010. A resume will not be accepted in lieu of an application.

APPLICATIONS:

Applications are available on-line at www.hcps.org or may be obtained at any Harford County Public Schools location or the Human Resources Office.

The Harford County Public School System does not discriminate on the basis of race, color, sex, age, national origin, religion, sexual orientation, marital status, genetic identification, political affiliation, or disability in matters affecting employment or in providing access to programs for employees. Inquiries related to the policies of the Board of Education of Harford County should be directed to the Manager of Communications, 410-588-5203.

August 30, 2010