



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 and Cafeteria

SATELLITE-SCHOOL LEAD GENERAL WORKER 6 Hours

LOCATION:

Meadowvale Elementary School

**POSITION
SUMMARY:**

Accepts responsibility for the food service operation in that location and acts as liaison between principal in the satellite school and food service manager in the production school.

**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.

- Assumes the responsibility for receiving and proper handling of incoming food and equipment by checking quantity, temperatures and the condition of food at the time of arrival
- Keeps the manager informed on the progress, problems or needs in the satellite cafeteria
- Places selected food orders: informs the manager of food and/or supply needs
- Trains and directs other food and nutrition service workers at the satellite cafeteria
- Issues and maintains a record of the paid tickets. Assumes responsibility for ticket accountability
- Assist manager with annual food service evaluations
- Complies with sanitation and food and nutrition service procedures as set by health department and as instructed by manager
- Maintains pleasant working relations with students, co-workers, and parents
- Completes and maintains daily and annual inventories on food, equipment, hardware, paper and cleaning supplies
- Participates in meal promotions
- Assures food quality, portion control and menus are in compliance with food and nutrition services standards
- Responsible for daily participation reports and cash reconciliation and deposits
- Attends training classes and workshops
- Performs other work related duties as assigned

SALARY:

Step 1 of the Salary Schedule for Food Service Employees (\$13,253)

REQUIREMENTS:

- Satisfactory completion of training required for lead person
- Able to follow written and verbal instructions
- Meets health department personal hygiene standards
- High School diploma or G.E.D.
- Strong written, verbal and interpersonal skills
- Physically able to perform the 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 online 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 (HCPS) 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 to 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