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 SPECIALIST

POSITION SUMMARY:
To assist the Supervisor of Food and Nutrition Services in the assessment, planning, implementation, coordination, and evaluation of all school food service operations; to ensure adequate nutrition and nutrition education for students.

DUTIES AND RESPONSIBILITIES INCLUDE

- Develops and assesses standards of sanitation and safety for personnel, food preparation, kitchen equipment, and the physical plant.
- Develops standardized recipes, preparation and serving methods, and food handling techniques to ensure acceptable standards.
- Assists in the development and maintenance of routine procedures to accurately distribute meals while promoting and evaluating student satisfaction.
- Coordinates preparation and service of meals for special school related or community events.
- Reviews and adjusts food supplies and inventories according to established procedures.
- Participates in the implementation of policies and written procedures relating to Food and Nutrition Services staff.
- Completes employee evaluations and makes recommendations for change.
- Organizes and implements in-service training programs for the purpose of continuing professional growth and self-development for all Food and Nutrition Services employees.
- Participates in updating departmental procedures.
- Reviews and analyzes data such as quality, labor, participation, and sales, including the profit/loss performances of F&N complexes.
- Plans and evaluates menus in accordance with USDA regulations.
- Promotes a program of nutrition education, procures nutrition material, and serves as a resource person for nutrition education programs.
- Assists in establishing and maintaining effective working relationships with Food and Nutrition Services staff, other departments, school-based staff, and parents.
- Participates in interviews for food service positions.
- Organizes and coordinates the Summer Food Service Program, Child and Adult Care Food Program, and After School Snack Programs.
- Conducts reviews for National School Lunch Program, School Breakfast Program, Child and Adult Care Food Program, Summer Food Service Program and After School Snack Program.
- Performs Food and Nutrition Services Manager or Satellite Kitchen Assistant responsibilities when needed.
- Serves as direct report for Food and Nutrition Services Managers in assigned areas.
- Attends training classes and workshops.
- Performs other work-related duties as assigned.

SALARY
Salary range based on the FY 2022-2023 AHCATSP Salary Schedule for Non-Certified Administrative, Technical and Supervisory Professionals.

Grade D - Salary Range: $88,001 - $116,116

REQUIREMENTS
- Bachelor’s degree from an accredited college or university in an area related to food service management, institutional management, and/or nutrition. Additional work experience may be accepted in lieu of a bachelor’s degree.
- Demonstrated proficiency in Microsoft Suite software programs.
- Excellent interpersonal skills; ability to resolve difficult situations
- Excellent oral and written communication skills.
- 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.
Employment applications are accepted online only. To access the online application site, visit the Current Job Openings section of the HCPS website at www.hcps.org. If you have questions or require assistance, please contact the Human Resources Office at 410-588-5226.

Online applications will be accepted for this vacancy until the position is successfully filled. Candidates who apply by Friday, October 14, 2022 will receive immediate consideration.

The Board of Education of Harford County does not discriminate on the basis of age, ancestry/national origin, color, disability, pregnancy, gender identity/expression, marital status, race, religion, sex, or sexual orientation in matters affecting employment or in providing access to programs and activities and provides equal access to the Boy Scouts and other designated youth groups.

In accordance with the requirements of Title IX of the Education Amendments of 1972 (20 U.S.C. § 1681, et seq.), Harford County Public Schools does not discriminate on the basis of sex in any of its programs or activities or with regard to employment. Inquiries about the application of Title IX, and its implementing regulations to Harford County Public Schools may be referred to Renee McGlothlin, Harford County Public Schools Title IX Coordinator, by mail to 102 S. Hickory Avenue, Bel Air, Maryland 21014, or by telephone to 410-809-6087 or by email to Renee.McGlothlin@hcps.org, or the Assistant Secretary for the Office of Civil Rights in the United States Department of Education by mail to 400 Maryland Avenue, SW, Washington, DC 20202 or by telephone 1-800-421-3481, or both.

This document is available in alternative form upon request. To request disability-related reasonable accommodations, please notify a staff member in the Human Resources Office at the time you are contacted for an interview.

AFFIRMING EQUAL EMPLOYMENT IN PRINCIPLE AND PRACTICE