HARFORD COUNTY PUBLIC SCHOOLS

**Human Resources Office**
102 S. Hickory Avenue, Bel Air, Maryland 21014
Telephone: 410-588-5238
Email: staffmanagement@hcps.org
www.hcps.org

January 24, 2023

AN EQUAL OPPORTUNITY EMPLOYER

## VACANCY ANNOUNCEMENT

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.

# GENERAL FOOD AND NUTRITION SERVICES WORKER – 6 HOUR
# Havre de Grace Middle/High School

To perform duties that may involve cashiering, food preparation, set-up and service, dining room assistance and/or cleaning of kitchen equipment and facilities for breakfast and lunch.

### DUTIES AND RESPONSIBILITIES INCLUDE

*These items 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.*

- Assists in preparation of all food under the direction of the manager or cook.
- Washes, sanitizes and air dries work tables, dining room tables, pots, pans, dishes, serving utensils, and flatware.
- Dismantles, washes and air dries serving areas.
- Sweeps and mops floor in designated areas.
- Serves breakfast and/or lunch.
- Cashiers at breakfast and/or lunch.
- Assists in proper storage of deliveries and leftovers.
- Maintains pleasant working relations with students, faculty, co-workers, and parents.
- Operates and cleans dish machine.
- Attends training classes and workshops.
- Performs other work-related duties as assigned.

### SALARY

Starting Salary for AFSCME Food and Nutrition ($18,135)
May increase with additional education and experience.

### REQUIREMENTS

- Satisfactory completion of Basic Sanitation Course.
- Able to follow written and verbal instructions.
- Meets health department personal hygiene standards.
- Physically able to perform the essential functions of the job to include lifting 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. 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 February 3, 2023**.

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 410-809-6064 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.

***AFFIRMING EQUAL EMPLOYMENT IN PRINCIPLE AND PRACTICE***