



Human Resources Office

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www.hcps.org

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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.


















FOOD SERVICE OPERATIONS APPRENTICESHIPS Youth Apprenticeship Program Central Office – Food and Nutrition

The Food & Nutrition Department Apprenticeships positions are a part of the Harford County Public Schools Youth Apprenticeship program and a collaborative effort with the Maryland Department of Labor. The program is designed to provide opportunities for students to "learn while they earn" while completing 450 hours before graduation. The MD Youth Apprenticeship program is for 11th and 12th grade students. An ideal youth apprenticeship candidate for this position is a student who wants to gain experience in the workplace starting this summer with plans to continue throughout the school year. This program pairs individuals with experienced staff who understand the skills and behavioral requirements for success in various career paths. These positions will involve cross-training with skills learned in many different areas of kitchen operations and maintenance of HCPS school's kitchens.

Assist in daily kitchen operations as a member of the Food & Nutrition services team. Basic knowledge of food preparation standards, ability to work with a team in a fast-paced kitchen environment, focusing on providing excellent customer service to the students of HCPS.

DUTIES AND RESPONSIBILITIES 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.

-  Assist in preparation of all food under the direction of the manager or cook.
-  Washes, sanitizes and air dries worktables, dining room tables, pots, pans, dishes, serving utensils and flatware.
-  Dismantles, washes and air dries serving areas.
-  Serves breakfast and/or lunch.
-  Assists in proper storage of deliveries and leftovers.
-  Maintains pleasant working relations with students, faculty, co-workers, and parents.
-  Attends training classes and staff meetings.
-  Additional training could include the following:
 -  Prepares protein food, fruits, vegetables, and other food utilizing standard recipes, and works with the manager and cook in planning the production of items.
 -  Maintains production records or portion prepared, utilized and leftover.
 -  Operate equipment such as convection, combi ovens, steamers, mixers, and develop knife skills.
 -  Proper receiving and handling of incoming food and equipment by checking quality, quantity, temperatures, and the condition of the food at the time of arrival.
 -  Place selected food orders, informs the manager and cook of food and supply needed.
 -  Complete and maintain daily and annual inventories on food, equipment, hardware, paper and cleaning supplies.
 -  Assist in planning and participates in meal promotions.
 -  Overview of daily participation reports, cash reconciliations and deposits.
 -  Meal pattern, offer vs. serve and cashier training at breakfast and/or lunch.

SALARY

\$13.25 per hour; non-benefitted position

REQUIREMENTS

-  Able to follow written and verbal instructions.
-  Satisfactory completion of basic sanitation course (F&N to provide).
-  Meets health department personal hygiene standards.
-  Physically able to perform the essential functions of the job to include lifting 40 pounds.
-  Performs other work-related duties as assigned.

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 filled**.

The Board of Education of Harford County Public 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](tel: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](tel:1-800-421-3481), or both.

AFFIRMING EQUAL EMPLOYMENT IN PRINCIPLE AND PRACTICE