



Human Resources Office

102 S. Hickory Avenue, Bel Air, Maryland 21014

Telephone: 410-588-5238

www.hcps.org

AN EQUAL OPPORTUNITY EMPLOYER

VACANCY ANNOUNCEMENT

April 20, 2021

ASSISTANT SUPERVISOR OF FOOD AND NUTRITION (Vacancy Effective June 1, 2021)

Assist the Supervisor of Food and Nutrition Services in assessment, planning, implementation, coordination, and evaluation of all school food service operations and to ensure adequate nutrition and nutrition education for students.

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.

- Develops and assesses standards of sanitation and safety for personnel, food preparation, kitchen equipment and physical plant.
- Assumes the responsibility of the department in the absence of the Supervisor of Food and Nutrition.
- Participates in planning facilities, developing equipment specifications and final selection of equipment.
- Assists in developing and maintaining routine procedures for accurately checking and distributing meals to promote and evaluate student satisfaction.
- Evaluates and monitors the system used for distribution of food, non-food items and supplies.
- Reviews and adjusts food supplies and inventories according to established proceedings.
- Applies effective labor-management relations to the food service operation.
- Assesses employee performances and makes recommendation for changes.
- Assists in the initiation of food service management research, implantation of technological advances and innovative programs.
- Organizes in-service training programs for continuing professional growth and self development for all food and nutrition service employees and resultant implementation.
- Maintains effective working relationships with all departments within the school system.
- Assesses impact of parent/community involvement.
- Participates in establishing and amending departmental procedures.
- Reviews and analyzes data (i.e., quality, labor, participation, and sales).
- Reviews school program operations as required by changes in federal, state and/or local regulations.
- Performs other work-related duties as assigned.
- Attends training classes and workshops.
- Maintains pleasant working relations.

SALARY

Salary range based on the FY 2020-2021 AHCATSP Salary Schedule for Non-Certified Administrative, Technical and Supervisory Professionals.

- Grade G - Salary Range: \$96,986 - \$117,177

REQUIREMENTS

- Bachelor's degree from an accredited college or university with emphasis on food service management, institutional management, nutrition, or business.
- Must hold and maintain a valid driver's license.
- Effective verbal and written communication skills.
- Ability to relate well to people and handle difficult situations tactfully.
- Possess basic computer skills.
- Physically able to perform essential functions of the job including the ability to lift up to 40 pounds.

HOW TO APPLY

Employment applications are accepted **online only**. To access the application, visit the Current Job Openings 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 applications will be accepted for this vacancy until the position is successfully filled. Candidates who apply by **Thursday, April 29, 2021** 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 Dr. Paula Stanton, 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 Paula.Stanton@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