



CALVERT COUNTY PUBLIC SCHOOLS
Prince Frederick, Maryland 20678

NOTICE OF VACANCY

DATE

POSITION:

ASSISTANT CAFETERIA MANAGER

LOCATION:

To be determined

POSITION SUMMARY:

Under direction, has immediate responsibility to assist with the management and operation of the high school kitchen and cafeteria. Assists in managing the school-based food services operation; prepares and serves food in accordance with United States Department of Agriculture (USDA), Maryland Health Department, and Calvert County Health Department regulations as well as Calvert County Public Schools policies and procedures.

REPORTS TO:

Principal and Supervisor of Child Nutrition

EDUCATION, CERTIFICATION, AND EXPERIENCE:

1. High school diploma, possession of a general education development (GED) program certificate, or Maryland high school certificate of attendance
2. ServSafe Certification preferred
3. Experience as school food services worker preferred
4. Possess a valid driver's license, motor vehicle insurance and excellent driving record.

KNOWLEDGE, ABILITIES, AND SKILLS:

(These are pre-employment knowledge, abilities, and skills that apply to the Essential Job Functions.)

At the time of application, the candidate must have:

1. Strong communication and human relations skills to work cooperatively in close proximity with others under constant deadlines
2. Ability to effectively communicate to meet the needs of all customers: students, school staff and community

3. Ability to work in a fast-paced environment with a variety of age groups and personalities
4. Knowledge of guidelines for safe food handling from receiving to service
5. Knowledge of the USDA school breakfast and lunch programs
6. Knowledge of large quantity food production and forecasting
7. Ability to manage inventory and order food and supplies
8. Knowledge of financial practices and procedures, including cashiering, bank deposits, and cash accountability
9. Ability to perform basic math computations (addition, subtraction, multiplication, division)
10. Knowledge of computer point-of-sale systems
11. Knowledge of free and reduced-price meal benefits guidelines and accountability procedures
12. Knowledge of standard sanitation procedures for care and cleaning of kitchen equipment
13. Effective time management skills
14. Such alternatives to the above qualifications as the Calvert County Public Schools may find appropriate and acceptable
15. Demonstrated success in accomplishing tasks akin to the responsibilities listed below

ESSENTIAL JOB FUNCTIONS, DUTIES & RESPONSIBILITIES:

1. Follows the direction of the Cafeteria Manager
2. Assists with overseeing daily cafeteria and kitchen operation and correcting deficiencies as needed
3. Assists with planning and organizing the work necessary to serve school meals and a la carte offerings
4. Assists with directing the work of the food service staff assigned to the school
5. Works effectively with staff and students
6. Works rapidly and efficiently in performing tasks
7. Follows menus prepared by the Child Nutrition Office and makes substitutions with approval to optimize utilization of available foods
8. Oversees and/or assists in the preparation of food
9. Oversees and/or assists in the preparation of food for assigned satellite schools
10. Operates and/or supervises the operation of all kitchen equipment
11. Serves or assist with supervising service of food to students, school staff, and others as required
12. Accepts money and operates a point-of-sale computer system during serving time
13. Receives, counts, and prepares daily receipts and bank deposits
14. Assists with controlling the financial management of the cafeteria, including preparation and maintenance of accurate and adequate records of income and expenditures
15. Assists with training staff in the proper use and care of equipment and in the preparation and serving of food items, and proper food handling techniques
16. Attends staff development training
17. Assists with supervising and/or participates in the cleaning, maintenance, and security of kitchen and storage areas including kitchen equipment and supplies
18. Assists with inventorying food and supplies
19. Assists with ordering of food and supplies following established procedures
20. Receives and inspects incoming merchandise
21. Responsible for and/or supervises storing of foods and supplies
22. Ensures that all activities conform to district guidelines
23. Maintains high standards of sanitation and personal hygiene
24. Maintains proper food safety in compliance with local health department regulations.

25. Provides coverage of the kitchen in the absence of the Manager.

OTHER DUTIES:

The following duties listed are not intended to be all inclusive nor limit duties that might reasonably be assigned:

1. Thinks, concentrates, and interacts positively with others
2. Comes to work promptly every day
3. Works under stress and meets all deadlines
4. Performs related work as required or assigned by the Supervisor of Child Nutrition and/or Principal

PHYSICAL DEMANDS:

Requires moderate physical effort including:

1. Independently lifting and moving objects weighing up to fifty (50) pounds
2. Frequent reaching and bending
3. Standing and walking on hard flooring for long periods of time
4. Operating commercial food service equipment
5. Working around a wide range of temperatures commonly found in a commercial kitchen environment
6. Working with commercial chemical cleaning agents

UNUSUAL DEMANDS:

1. Assists with other school kitchens and cafeterias within the county when needed
2. May be subject to a flexible work schedule.

TERMS OF EMPLOYMENT:

Ten (10) month position and salary commensurate with qualifications and experience applied to the current salary schedule for support employees. All employees are encouraged to have automatic payroll deposit.

FLSA STATUS:

Non-exempt

EVALUATION:

Performance will be evaluated in accordance with the policy on evaluation as established by the Calvert County Public Schools.

EFFECTIVE DATE OF POSITION:

Immediate Vacancy

APPLICATION PROCEDURE:

This posting will remain open until filled.

All applicants please apply through the applicant tracking system located on the Calvert County Public Schools' website – www.calvertnet.k12.md.us.

References must be directly related to education experience and must include immediate supervisor.

Prior to the filling of any vacancy, permanent employees who have requested a transfer in a timely manner shall be afforded an opportunity meet with the supervisor of the position for which the vacancy exists.

State law requires that anyone hired after October 1, 1986, who will have contact with school children, must be fingerprinted and submit to a criminal background investigation. Federal law requires that a new employee must complete the Employment Eligibility Verification (Form I-9) in person before beginning employment. Employment is conditional upon successful completion of a drug screen. Current employees of the Calvert County Public Schools are exempt from these requirements.

House Bill 486 – Child Sexual Abuse and Sexual Misconduct Prevention Statement

Pursuant to Section 6-113.2 of the Education Article, Annotated Code of Maryland - House Bill 486 - Child Sexual Abuse and Sexual Misconduct Prevention, all applicants are required to report all former employment where direct contact with minors may have occurred. The applicant must submit the contact information of the current employer, all former school employers, and all former employers not school related. Applicants should also include contact information for organizations where the applicant has volunteered, coached, mentored, tutored or otherwise had direct contact with minors.

Nondiscrimination Statement

Calvert County Public Schools does not discriminate on the basis of race, color, religion, sex, age, ancestry or national origin, familial status, marital status, physical or mental disability, sexual orientation, gender identity and expression, or genetic information or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following persons have been designated to handle inquiries regarding the non-discrimination policies:

- Director of Student Services
- Director of Human Resources
443-550-8000

For further information on notice of non-discrimination, visit the Office for Civil Rights Complaint Assessment System at: <https://ocras.ed.gov> or call 1-800-421-3481.

Anti-sexual, Anti-racial and Anti-disability Harassment Statement

Discrimination can manifest itself in behaviors such as bullying, harassment, or intimidation of individuals.

Calvert County Public Schools does not tolerate any form of harassment including, but not limited to, sexual, racial, or disability. Any individual (student, employee, or community member) who believes that he or she has been subjected to any form of harassment is encouraged to report the allegation of harassment.

Students, parents and community members may report allegations of harassment to:

Ms. Cecelia Lewis
Director of Student Services
Calvert County Public Schools
1305 Dares Beach Road
Prince Frederick, MD 20678

Employees may report allegations of harassment to:

Mr. Zachary Seawell
Director of Human Resources

Calvert County Public Schools
1305 Dares Beach Road
Prince Frederick, MD 20678

Calvert County Public Schools is committed to conducting a prompt investigation for any allegation of harassment. If harassment has occurred, the individual will be disciplined promptly. Disciplinary actions for students found to have engaged in any form of harassment may result in suspension or expulsion. Disciplinary actions for employees found to have engaged in any form of harassment may result in suspension or termination.

Calvert County Public Schools encourages all students, parents, employees, and community members to work together to prevent any form of harassment.

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