



CALVERT COUNTY PUBLIC SCHOOLS
Prince Frederick, Maryland 20678

NOTICE OF VACANCY

DATE

POSITION:

FOOD SERVICES CLERK

LOCATION:

To be determined

POSITION SUMMARY:

Coordinates Food Services-related activities with appropriate individuals both internal and external to Calvert County Public Schools.

REPORTS TO:

Principal, Supervisor of Child Nutrition and Cafeteria Manager or designee

EDUCATION, CERTIFICATION, AND EXPERIENCE:

1. High school diploma or possession of a general education development (GED) program certificate
2. ServSafe Certification preferred

KNOWLEDGE, ABILITIES, AND SKILLS:

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

1. Ability to perform basic math skills (addition, subtraction, multiplication, and division)
2. Knowledge of food services and kitchen sanitation procedures
3. Knowledge of computerized point of sale and/or cash handling experience
4. Ability to work in a fast-paced environment with a variety of age groups (Pre-K through Grade 12)
5. Such alternatives to the above qualifications as the Calvert County Public Schools may find appropriate and acceptable
6. Demonstrated success in accomplishing tasks akin to those responsibilities listed below

ESSENTIAL JOB FUNCTIONS, DUTIES & RESPONSIBILITIES:

1. Prepares and serves food using proper portions in accordance with district, state, and USDA regulations
2. Works rapidly and efficiently in performing tasks
3. Works effectively with school personnel and students
4. Operates and cleans all kitchen equipment established in the cafeteria
5. Applies and maintains high standards of sanitation and personal hygiene
6. Accepts money and operates a point-of-sale computer system during serving time
7. Stores food and supplies in accordance with instructions and assists in taking inventories
8. Ensures that all activities conform to district guidelines
9. Maintains proper food safety in compliance with local health department regulations
10. Attends staff development training
11. Assists in all areas of the school food service program as directed
12. Thinks, concentrates, and interacts positively with others
13. Comes to work regularly and promptly
14. Works under stress and meets all deadlines

OTHER DUTIES:

(Duties listed are not intended to be all inclusive nor limit duties that might reasonably be assigned.)
Performs related work as required or assigned by the principal, Supervisor of Child Nutrition, cafeteria manager or designee.

PHYSICAL DEMANDS:

1. Exerts moderate physical effort, including the independent lifting and carrying of food items and objects weighing up to fifty (50) pounds. Frequent reaching and bending
2. Standing and walking on hard flooring for long periods of time
3. Working around a wide range of temperatures commonly found in a commercial kitchen environment
4. Working with commercial chemical cleaning agents

UNUSUAL DEMANDS:

May be subject to a flexible work schedule

TERMS OF EMPLOYMENT:

Ten (10) month position and salary commensurate with qualifications applied to the salary schedule for support employees (Grade 3). 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://ocrcas.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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