



CALVERT COUNTY PUBLIC SCHOOLS
Prince Frederick, Maryland 20678

NOTICE OF VACANCY

DATE

POSITION:

SPECIALIST IN FOOD SERVICES, Full-Time (8-hours per day)

LOCATION:

Child Nutrition Office

POSITION SUMMARY:

Supports the Child Nutrition Program by coordinating program related activities and assisting with day-to-day operations.

REPORTS TO:

Supervisor of Child Nutrition or designee

EDUCATION, CERTIFICATION, AND EXPERIENCE:

1. Bachelor's degree, preferred in business or related field
2. Current ServSafe certificate or comparable food safety and sanitation certificate
3. Minimum of three years' experience in a school food service program preferred, however, other combinations of applicable education, training, and experience which provide the knowledge, abilities, and skills necessary may also be considered.
4. Possess a valid driver's license and motor vehicle insurance

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. Demonstrated knowledge of the operation, maintenance, and care of kitchen equipment and utensils commonly used in large quantity food preparation.
2. Demonstrated knowledge of methods and procedures of school cafeteria operations including record keeping and accountability requirements.
3. Demonstrated knowledge of laws and regulations concerning food sanitation and safety.
4. Demonstrated proficiency in the use of personal computers and software applications, including word processing and spreadsheets (Microsoft preferred).
5. Demonstrated proficiency in the operation of calculators and related office equipment.
6. Demonstrated proficiency in organization skills and general math skills.

7. Skill and ability to communicate orally and in writing with individuals within and outside the school system.
8. Ability to produce an accurate work product.
9. Proven ability to work with a minimum of direct supervision.
10. Willingness and capability to work beyond the normal workday as needed to meet deadlines and attend or participate in occasional meetings.
11. Excellent interpersonal communication skills and pleasant telephone manner.
12. Ability to exercise good judgment in making decisions in a fast paced, unpredictable environment.
13. Ability to react to change productively and perform other duties as assigned.
14. Ability to evaluate food service operations and employee performance and to make recommendations for improvements.
15. Demonstrated success in accomplishing tasks akin to the responsibilities listed below.
16. Such alternatives to the above qualifications as the Calvert County Public Schools may find appropriate and acceptable.

ESSENTIAL JOB FUNCTIONS, DUTIES & RESPONSIBILITIES:

1. Performs general secretarial duties including; typing, filing, handling telephone calls, making copies and assisting visitors
2. Processes county-wide National School Lunch/Breakfast Program applications using Café Enterprise software system.
3. Communicates with federal and state programs as well as vendors to order products, schedule deliveries and address concerns
4. Orders and coordinates the delivery of USDA commodities and disposable supplies stored in the local warehouse.
5. Prepares authorization forms for distribution of USDA commodities.
6. Works with the procurement office to prepare bids and participates in the formal bid process.
7. Prepares journal entries.
8. Prepares payments for financial processing and reimbursement reports to outside agencies.
9. Manages all Accounts Payable and Accounts Receivable, such as: preparing all invoices for payment, entering data into computer, mailing checks, preparing and sending invoices for payment due.
10. Assists in providing accurate and timely financial reporting.
11. Checks and verifies invoices received from the cafeterias.
12. Prepares and processes purchase orders.
13. Assists Supervisor of Child Nutrition with equipment selection and work order placement.
14. Assists the CNP Financial Analyst when needed.
15. Works with Maintenance Department personnel coordinating repairs to kitchen equipment and ordering repair parts.
16. Verifies and records CNP staff hours and enters substitute coverage accurately into AESOP.
17. Reviews the: utilization, storage, and inventory control of USDA commodities within the CNP warehouse facility.
18. Maintains monthly inventory of program foods and beverages.
19. Attends meetings and workshops to increase knowledge of operating procedures.
20. Provides assistance in other areas of the department, as requested, to provide continuity of services.
21. Thinks, concentrates, and interacts with others.
22. Comes to work promptly every day.
23. Works flexible hours as necessary.
24. 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 Supervisor of Child Nutrition Program or designee.

PHYSICAL DEMANDS:

Work is essentially sedentary; however, the position will require occasional independent lifting of up to fifty (50) pounds in a wide range of temperatures.

UNUSUAL DEMANDS:

May be subject to a flexible work schedule

TERMS OF EMPLOYMENT:

Twelve (12) month position and salary commensurate with qualifications applied to the salary schedule for support employees (Scale 19). 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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