



CALVERT COUNTY PUBLIC SCHOOLS  
Prince Fredrick, Maryland 20678

### **JOB DESCRIPTION**

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| <b>POSITION</b>             | Daily Operations Manager - Child Nutrition Program Office  |
| <b>DEPARTMENT</b>           |  |
| <b>LOCATION</b>             | Central Office   |
| <b>REPORTS TO</b>           | Supervisor of Child Nutrition  |
| <b>ANNUAL WORK SUMMARY</b>  | 11 months per year, 210 days per year, 7 hours per day.  |
| <b>WAGE/PAY RATE</b>        | Scale 16: \$25.42/hr - \$32.41/hr  |
| <b>FLSA STATUS</b>          | Non-exempt   |
| <b>APPLICATION DEADLINE</b> |  |
| <b>EFFECTIVE START DATE</b> |  |
| <b>POSITION SUMMARY</b>     | The Daily Operations Manager assists the Supervisor of Child Nutrition in maintaining the day-to-day operations of the Calvert County Public Schools Child Nutrition Program efficiently and in accordance with all current policies and procedures. The duties for this position include but are not limited to; filling in for kitchen management/staff, providing staffing training/development, assisting with monthly warehouse inventory and assisting with day-to-day program needs to ensure operational efficiency. |

### **EDUCATION, CERTIFICATION AND EXPERIENCE**

1. High school diploma, GED or equivalent required.
2. A current ServSafe certificate or comparable food safety and sanitation certification required.
3. Enrollment in the Calvert County Public Schools' License Monitoring System required, including the possession a valid driver's license and appropriate motor vehicle insurance if operating own vehicle.
4. Minimum three years' experience in a school food service/nutrition program preferred, however, other combinations of education, training, and experience which provide the knowledge, abilities, and skills necessary may also be considered.

### **SPECIAL REQUIREMENTS**

None

### **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. Ability and willingness to step in on short notice and run kitchens throughout the county as needed.

2. Ability to multi-task and prioritize assignments to best meet the needs of the Child Nutrition Program.
3. Demonstrated knowledge of the operation, maintenance, and care of kitchen equipment and utensils commonly used in large quantity food preparation.
4. Demonstrated knowledge of methods and procedures of food service operations including record keeping and accountability requirements.
5. Demonstrated proficiency in the use of personal computers and software applications, including Microsoft Office Suite and Point-of-Service/Sale Solutions (LINQ Titan or similar preferred).
6. Demonstrated knowledge of laws and regulations concerning food sanitation and safety.
7. Ability to produce an accurate work product.
8. Proven ability to work with a minimum of direct supervision.
9. Ability and willingness to work beyond the normal workday as needed.
10. Professional interpersonal communication skills (written/oral), including pleasant telephone manner.
11. Demonstrated proficiency in organization skills and general math skills.
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.

## **ESSENTIAL JOB FUNCTIONS, RESPONSIBILITIES, AND DUTIES**

Essential Job Functions are the fundamental job duties for the position in the employer's judgment.

1. Regularly travels to schools throughout the county to perform duties.
2. Works regularly with cafeteria managers and school administration.
3. Participates in the development and implementation of training for Child Nutrition Program employees.
4. Conducts and maintains records of compliance reviews as required by the United States Department of Agriculture (USDA), Maryland State Department of Education (MSDE), Local Health Department and Calvert County Public Schools (CCPS).
5. Submits kitchen work orders and coordinates with School Facilities to ensure work order completion.
6. Monitors refrigeration temperatures remotely and works with School Facilities to ensure resolution of alerts/issues.
7. Receives weekly grocery delivery notifications and forwards information to Cafeteria Managers.
8. Assists cafeteria managers & Staff with:
  - a. Use of standardized recipes
  - b. Maintaining high quality food preparation
  - c. Proper use and maintenance of equipment including monitoring refrigeration systems.
  - d. Sanitation and safety standards
  - e. Maintaining appropriate accountability records
  - f. Complying with local, state and federal regulations
9. Attends meetings and workshops to increase knowledge of operating procedures.
10. Thinks, concentrates, and interacts positively with others
11. Comes to work regularly and promptly
12. Works under stress and meets all deadlines.

## **OTHER JOB FUNCTIONS, RESPONSIBILITIES, AND 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 building principal, Director of Child Nutrition, or designee.

## **PHYSICAL AND PSYCHOLOGICAL CONDITIONS/DEMANDS**

1. Exerts moderate physical effort, including lifting and carrying 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. Operating commercial food service equipment
4. Working around a wide range of temperatures commonly found in a commercial kitchen environment
5. Working with commercial chemical cleaning agents

## **UNUSUAL DEMANDS**

Utilizes personal phone in the performance of some job duties (CCPS-approved phone stipend provided).  
Drives county-issued vehicles  
May be subject to a flexible work schedule

## **EVALUATION**

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

## **APPLICATION PROCEDURE**

All applicants please apply through the applicant tracking system located on the [Calvert County Public Schools website](#).

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, ethnicity, color, religion, sex, age, national origin, marital status, sexual orientation, gender identity, or disability, or any other characteristic protected by law in its programs and activities and provides equal access to the Boy Scouts and other designated youth programs.

Calvert County Public Schools does not refuse enrollment of a prospective student, expel a current student, or withhold privileges from a current student, or prospective student, or the parent or guardian of a current or prospective student because of an individual's race, ethnicity, color, religion, sex, age, national original, marital status, sexual orientation, gender identity or disability.

Calvert County Public Schools does not discipline, invoke a penalty against, or take any other retaliatory action against a student or parent or guardian of a student who files a complaint alleging that the program or school discriminated against the student, regardless of the outcome of the complaint.

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.