



CALVERT COUNTY PUBLIC SCHOOLS  
Prince Fredrick, Maryland 20678

### **JOB DESCRIPTION**

<b>POSITION</b>	Food Service Worker
<b>DEPARTMENT</b>	Child Nutrition
<b>LOCATION</b>	TBD
<b>REPORTS TO</b>	Principal, Supervisor of Child Nutrition, Cafeteria Manager, or designee
<b>ANNUAL WORK SUMMARY</b>	10 months per year, 183 days per year, 6 hours per day.
<b>WAGE/PAY RATE</b>	Scale 3: \$ 19.71/hr - \$ 24.74/hr
<b>FLSA STATUS</b>	Non-exempt
<b>APPLICATION DEADLINE</b>	
<b>EFFECTIVE START DATE</b>	
<b>POSITION SUMMARY</b>	Prepares and serves food in accordance with the 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.

## **EDUCATION, CERTIFICATION AND EXPERIENCE**

At the time of application, the candidate must hold or be eligible for:

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

## **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 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, RESPONSIBILITIES, AND DUTIES**

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. Fills in for Cafeteria Manager/Assistant Manager if needed.
11. Attends staff development training
12. Assists in all areas of the school food service program as directed
13. Thinks, concentrates, and interacts positively with others
14. Comes to work regularly and promptly
15. 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 principal, supervisor of Child Nutrition, cafeteria manager or designee.

## **PHYSICAL AND PSYCHOLOGICAL CONDITIONS/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. 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**

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.