



CALVERT COUNTY PUBLIC SCHOOLS  
Prince Frederick, Maryland 20678

**NOTICE OF VACANCY**  
**(date)**

**POSITION:** CAFETERIA MANAGER 4

**LOCATION:**

**POSITION SUMMARY:** Manages the school-based food services operation; prepares and serves food using proper portions in accordance with United States Department of Agriculture (USDA) regulations.

**REPORTS TO:** Principal and Coordinator of Food Services

**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. High school diploma or possession of a General Education Development (GED) certificate.
2. ServSafe Certification recommended.
3. Knowledge of food services procedures.
4. Knowledge of computerized point of sale.
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:**

1. Plans and organizes the work necessary to serve school meals.
2. Oversees satellite schools cafeterias.
3. Assists in the preparation of food.
4. Ensures food is prepared and served using proper portions in accordance with USDA regulations.
5. Works rapidly and efficiently in performing tasks.
6. Works effectively with cafeteria staff, school administration, parents, and students.
7. Applies and maintains high standards of sanitation and personal hygiene.
8. Accepts money and collects tickets or operates a point of sale computer system during serving time.
9. Controls the financial management of the cafeteria, including preparation and maintenance of accurate and adequate records of income and expenditures.
10. Operates and cleans all kitchen equipment established in the cafeteria.
11. Stores food and supplies in accordance with instructions and conducts inventories.
12. Collects, tallies and deposits daily receipts.
13. Ensures that all activities conform to district guidelines.
14. Oversees daily cafeteria operation and corrects deficiencies if necessary.
15. Maintains proper food safety in compliance with local health department regulations.
16. Attends staff development training.
17. Thinks, concentrates, and interacts positively with others.
18. Comes to work regularly and promptly.
19. Works under stress and meets all deadlines.

**OTHER JOB 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 or Coordinator of Food Services.

**LICENSE OR CERTIFICATION:** ServSafe Certification preferred.

**PHYSICAL DEMANDS:**

1. Exerts moderate physical effort, including lifting and carrying food items and objects weighing up to fifty (50) pounds.
2. Stands and walks on hard flooring for long periods of time.
3. Works around a wide range of temperatures.
4. Works with chemical cleaning agents.

**UNUSUAL DEMANDS:** May be subject to a flexible work schedule.

**FLSA STATUS:** Non-exempt

**TERMS OF EMPLOYMENT:** Ten (10) month position and salary commensurate with qualifications applied to the current salary schedule for support employees.

**EVALUATION:** Performance will be evaluated annually in accordance with the policy on evaluation established by the Calvert County Public Schools.

**EFFECTIVE DATE OF POSITION:**

**APPLICATION PROCEDURE:** Application deadline is September 12, 2016 at 4:30 p.m.

- Option 1: **Current Calvert County Public Schools support employees** need to submit interest via AppliTrack on CCPS website, [www.calvertnet.k12.md.us](http://www.calvertnet.k12.md.us).
- Option 2: **Interested candidates who are not currently employed by Calvert County Public Schools, including current substitutes,** must submit a completed “external” application thru AppliTrack, including a minimum of three references with their e-mail addresses via our website [www.calvertnet.k12.md.us](http://www.calvertnet.k12.md.us). References must be directly related to work experience and must include current 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 to 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.

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 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  
1305 Dares Beach Road  
Prince Frederick, MD 20678

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**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:

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

Employees may report allegations of harassment to:

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.

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